

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

June 17, 2021

The Department Manager's meeting was held this week. We discussed the upcoming Commission meeting agenda and the Commission Workshop that was held on June 10th. The Commissioners had questions at the workshop, and here are the answers to some:

- **Vacant property that's up for sale; how do we get the water turned on for home inspections?**
The rule has been, If a realtor needs water turned on for an inspection on a property that has a lien and is off and locked due non-payment, a \$25.00 turn on fee will be collected, the water will be turned on, and then turned off again after the inspection.
- **Why can't building permits be issued the same day?** Thad writes that some permits can be obtained from the building department the same day as applied for; these types include:
 - Roofing
 - Air Conditioning/HVAC
 - Electrical (Minor Scopes)
 - Plumbing (Minor Scopes)
 - Windows (if they are size for size replacements)
 - Doors (if they are size for size replacements)
 - Fences
 - Signs/Banners (Minor Change)

Other permit types require plan review by a plans examiner. In our case, the building inspector is also the plan reviewer. When a permit comes in that is not one of the above types, it gets put in the stack to be reviewed. When the inspections are done for the day, the inspector returns to the office and does the plan review. But given that he has been doing inspections for five, six, or more hours, all the permits begin to accumulate. He knocks out what he can, but then must leave the remaining plans to be reviewed the next day, or in the days ahead depending on what has been applied for.

Delays can come when big commercial projects are filed. The reviews are extensive and very technical but must be done at some point. While a residential permit may seem to be simple, if it requires plan review, it may have to wait until the commercial plan review is done. If the

inspector always prioritizes the easy residential stuff, he will not ever get to the commercial stuff.

I don't feel that there is a need for a full-time plans reviewer at this point in time; he and his half-time co-worker have been pretty good at handling things. If contractors can plan their jobs in advance a little (begin the permitting process earlier in the game), there should not be much of a delay to the customer in starting the job from the contractor.

Again, if something should happen such as an air conditioning system failure which you cannot necessarily plan for, you are able obtain the permit the same day.

- **Police directing traffic during storm events when lights are out on Hwy 27/441?** This can be problematic because when the officer arrives on scene, the officer cannot relinquish the location until the traffic light is fixed. This will create manpower and overtime cost issues since some lights could be out for several days. The traffic laws indicate that when approaching an intersection that has no traffic light, it becomes a four-way stop.
- **Has the large number of water disconnects been resolved?** Yes! The large amount was due to Covid-19 and that grace period has ended. The number of disconnects are not unusual at this time.

Reviewed the Cares Act funding requests by staff. \$476,000 was received in Cares Act money. At this time, there were the following suggestions.

- Mike requested \$6,500 to fix the museum roof.
- Chief Tempesta requested three new cruisers at \$150,000.
- CT requested funds in the amount of \$214,798 for re-paving of the Library parking lot, Town Hall parking lot, and paving at the Public Works facility; and \$204,500 for roof repair at the Town Hall/Police Department.

Ceremonies: I attended the ribbon-cutting ceremony at Goodwill on Thursday morning, as well as the swearing in ceremony of the two new police officers, Officer Ryan Doran and Officer Josh Redmond.

CLERK'S OFFICE (Nancy Slaton):

Clerk's staff attended more training on the new Laserfiche document management software this week. The software is installed, and staff will be ready to start entering records just as soon as the software provider completes a few tweaks, tailoring it to the Town's needs. We appreciate our Systems Analyst, Keith Randich, who has taken the lead in this and will be around to offer advice as he has experience using Laserfiche.

We are looking forward to our new Deputy Town Clerk, Nancy Wilson, starting work with us this upcoming Monday. In preparation, our I.T. Director is moving his effects and equipment out of the Clerk's Office space (so sad) so it can be set up for our new hire. Not only does John have to move and set up his new space on the second floor of the library, but he has to complete the computer device set ups for our new Deputy Clerk!

Our Town Manager had a milestone birthday this week, and staff marked it with a card and a few treats, which he shared with staff. Happy Birthday Week, Bill!

FINANCE DEPARTMENT (Pam Winegardner)

The Finance Director replied to the Florida League of Cities survey requested in connection to the American Rescue Plan Act of 2021 (ARPA). The Plan total dollars allocated to Florida non-entitlement units (meaning non-metropolitan governments with populations of under 50,000) is \$1.4 billion to be shared across 335 entities.

Lady Lake is considered a non-entitlement unit (NEU) and is still estimated to receive \$6,700,000. We should receive half of this money intended for infrastructure this month; however, we have not received anything as of this writing. The Town is in the planning stage for updating the Wastewater Plant at an estimated cost of \$6,100,000 as required by St. Johns Water Management, so this funding comes at a good time.

Finance Department staff is part of the selection committee that is reviewing the vendors that submitted their proposals for new financial software, along with Utility Billing, Human Resources and other departments. There were three Request for Proposal (RFP) submissions, with a fourth being rejected due to non-compliance with the rules. We are keeping the financial duties up to date and taking time to review these proposals, as well as meeting to ask questions and make decisions that will work best for our town.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Ye Olde Thrift Shoppe expansion located in downtown Lady Lake across from the Log Cabin at 106 West Lady Lake Blvd. is nearing completion. The Pure Gas station located at the intersection of West Guava Street and North Highway 27/441 has been demolished to give way to the construction of the new Big Dan's Car Wash facility.

At the Planning and Zoning meeting held on June 14, 2021, the members recommended approval to amend the future land use and rezone a 27.82-acre parcel to allow for 252-units which include multi-family luxury apartments and 66 garage condos. The parcel is located just north of the Village Veranda ALF site. The Town Commission will consider these ordinances (2021-09 and 2021-10) at the first public hearing on Wednesday, July 7, 2021.

Site work actively continues at Lake Ella Estates, a residential subdivision of 232 units on the south end of Town. They have an open burning permit which has been reviewed by our Fire Inspector Kerry Barnett, and inspected by the Department of Forestry, which allows them to burn on site with two air curtains to protect the adjacent neighbors.

The building department issued 47 permits over the last week, and 68 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Human Resources welcomed the Town's two newest police officers this week, Joshua and Ryan. They attended orientation with H.R. before beginning their duties with the Police Department.

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

The community development and document management software implementation projects continue with multiple staff and vendor meetings focused on application configuration and integration.

The Enterprise Resource Planning (ERP) Selection Committee has begun weekly scheduled meetings to review vendor proposals. The first meeting was held Tuesday afternoon.

Multiple on-going network security infrastructure projects continue.

The GIS water system field verification project continues with Water Utility and I.T. staff in the field collecting GIS coordinates for various utility assets. Additional GIS data automation process improvements were implemented this week.

The effort to relocate the I.T. offices from Town Hall to the Library is underway.

LIBRARY SERVICES (Lori Sadler):

In the adult library, the display of canvas portraits of famous Americans who are living with or have succumbed to Alzheimer's disease is drawing quite a crowd. Provided by the group, Coping with Dementia, this exhibit will be on display until the end of July.

Best Buy's Geek Squad resumed their Apple classes with an eager-to-learn group in attendance. Going forward, they will hold classes on the second Friday monthly, with the potential to meet more frequently.

Requests for the study rooms in the adult library have increased significantly. Both rooms are consistently in use throughout each day.

This week in the youth department, Father's Day is being celebrated. A special family crafting program was held for youngsters to make a gift for their dad/grandpa.

PARKS & RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance to include mowing trimming and field maintenance. This week, we have been actively fixing the washouts at the basketball courts, playground and the area in front of the Dog Park. We are coordinating the installation of six sun shades over the bleachers throughout the parks.

The Parks and Recreation Director represented the Town at the Lady Lake Soccer Association's Board meeting on Monday evening. I relayed that I wanted to assist in the marketing of the program and assist them with errands that they may have during the day. As I stated, this would free them up to program soccer and run the league. We had four board members at the meeting.

I have been meeting with design engineers for the trail and have asked for a design proposal for paving the area in front of the Dog Park. As this can be involved on their end, it will be a couple of weeks before we see it. While working with them, I have picked a drinking fountain design for the walking trail. It is an antique design which will include a ground-level fountain for the dogs.

After speaking with the Town Manager and Commissioner Holden, I contacted Chris Otremba, the County Forrester, to look at the trees behind the Community Building. The one tree that Commissioner Holden had concerns about proved to most probably have rot and the County Forrester recommended taking it out. I contacted a tree service that we often utilize, and he will be taking down the tree this weekend. Keep in mind that this will be weather permitting. The rest of the trees are Live Oaks and he stated that it would take a hurricane to make them fall over.

I represented the Town at the monthly Lady Lake Historical Society meeting on Wednesday. The Museum Board is still focusing on the Vietnam War Exhibit that they began before the pandemic. We will look to have another Museum Night at some point this year where we will show a movie and have hot dogs. I have proposed adding \$2,000 to their annual grant from the Town as the Museum Director's pay has not changed in 15 years. This will be reviewed in the annual budget. I want to make sure that the person who holds this position feels that the monetary compensation is worth the long hours that this position requires. The Museum does not have the capacity to generate revenue like most of the other organizations.

The Director filled out a purchase order for five new picnic tables for the area behind the Community Building. I had these in the budget and now was the best time to order them. I drove to Ocala to pick up two more sun shades from Shade Systems. I have ordered banners for soccer and the Father-Daughter Dance.

POLICE DEPARTMENT (Chief Rob Tempesta)

The Lady Lake Police Department hosted Taser Instructor training presented by Axon at the Lady Lake Library on June 15th. Officer Robert Chausse and Officer Dennis Pranouskes have been certified as Taser instructors. They will now train and certify newly hired police officers to carry a

Taser. They will also conduct the department's annual training to keep all officers who carry a Taser certified to do so.

The Lady Lake Police Department is pleased to announce the hiring of Officer Ryan Doran and Josh Redmond. They both completed the Equivalency of Training for out-of-state officers at Lake Technical Institute of Public Safety in Tavares, and are now the Police Department's newest members.

I would like to recognize Officer Jacob Clark for his life-saving effort at Spanish Springs Town Square on May 21, 2021. Several citizens alerted Officer Clark that a man had collapsed near the gazebo. Officer Clark immediately contacted communications requesting EMS and began CPR. The patient was transported by EMS to a local hospital. The patient's son contacted the Police Department to thank Officer Clark for his quick actions that helped save his father's life. The Police Department's Awards Committee met on June 8th. Officer Clark will receive a Meritorious Police Service award for his life-saving efforts during a July commission meeting.

PUBLIC WORKS (C.T. Eagle):

Maintenance:

Streets: Staff is finalizing the street list as a part of the upcoming Annual Road Resurfacing Project for Town Commission's consideration in July.

Staff coordinated and inspected new stormwater infrastructure being installed at Lake Ella Estates. Staff also cleaned numerous storm inlets around Town.

Tree trimming continued this week. Road patching continued this week. Mowing of right of ways continued this week.

Staff continued performing street sign assessment this week, which includes street sign washing, repairs, and/or replacement throughout the town.

Facilities Maintenance:

Staff worked on landscaping improvements for Town Hall/Police Department and the Library this week.

Community Building Renovation Project: Public Works involvement in this project is completed. Special thanks to Ted Williams, our Maintenance Supervisor, for coordinating all of the work that was put into this project. The project took much longer than expected due to many challenges, but the final product doubled the usable space with the addition of the climate controlled sunroom, added a storage area for tables/chairs, made the building more energy efficient with LED lighting, added ADA accessible restrooms, added fire suppression systems to the kitchen area, added security via access control systems, created a secured equipment room, replaced the

entire interior with new sheetrock and trim, installed new flooring, cabinetry, countertops, and appliances, replaced the entire electrical system, installed a new roof, installed new sidewalks, paved the parking area, improved the overall aesthetics of the building inside and out with fresh paint and new landscaping. Staff thanks everyone involved for their time and efforts.

Utilities — Water and Sewer:

Coordinated with Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US Highway 27/441 Road Widening Project. Continued and ongoing throughout the project. This week staff assisted the contractor with utilities locations at numerous areas to keep the project moving forward.

Phase One of the Wastewater Treatment Plant Modifications Project: pre-construction meeting next week; construction schedule to follow.

Phase One of the Well #4 and #5 Project is currently being advertised. Pre-bid meeting and site visits took place this week at Public Works; the bid opening is on June 24th.

Staff performed meter re-reads, high usage checks, and re-connections this week.

Staff collected monthly bacteriological samples for the potable water system this week.

Staff repaired a service line leak on Lakeview Street this week.