

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

June 24, 2021

PBA Negotiations: We had our second round of negotiations this week. Present was Attorney Brian Koji, Pam Winegardner, Tamika DeLee, Steve Micciche of the PBA, Detective Mathew Duryea, Sgt. Tom Sarakinis, and Training Officer Robert Chausse. We will be having a discussion with the Commissioners in Executive Session on July 6th.

Fencing Around the Employee Parking lot at Town Hall and Police Department: The Town Commission approved getting quotes at this week's Commission meeting for security fencing around the employee parking lot. Mayor Kussard brought up her concerns after learning that employees were approached by people who would not identify themselves while leaving work. News coverage by the Villages-News.com prompted further TV news coverage by FOX Channel 35.

Salary Grade Study: C.T., Pam, and I worked on the salary grade reclassification for next week's workshop. We are hopeful that we can present a simplified version.

CLERK'S OFFICE (Nancy Slaton):

Nancy Wilson joined the Clerk's Office as the new Deputy Town Clerk this week. She is a welcome addition and has fit right in. She is familiarizing herself with the Town by looking through the Town Charter, the Code of Ordinances, and Land Development Regulations.

During this process, Nancy noticed that there is confusing language in our Charter in regard to elections and the qualifying period. Since the general municipal election for Commissioners for Wards One, Three, and Five is scheduled for November 2, 2021, I contacted the Lake County Supervisor of Elections office to ascertain that we had the correct dates for the qualifying period. Supervisor of Elections Alan Hays responded and stated they must have the names for the ballots by 1 p.m. on August 20th in order to get the ballots printed and mailed out on time. He also suggested that petition signatures be submitted to their office for verification by August 18th. Mr. Hays requested that we move up our qualifying period to account for this, so we will need to move it up by two weeks. It will now be from noon on Monday, August 9th to noon on Friday, August 13th. Luckily, we still have time to adjust our timelines for advertising, etc.

The Clerk's Office printed the business tax receipt renewals and sorted them by address in order to combine those going to the same address, thereby saving postage! We appreciated the assistance of Julia from our Town Manager's office as well. The renewals are ready to be mailed on July 1st, with fees due to be paid by September 30, 2021.

The bid opening for Bid #2021-0002 for construction of Wells #4 and #5 will occur Thursday at 2 p.m.

FINANCE DEPARTMENT (Pam Winegardner)

The Town of Lady Lake has not received any funds from the American Rescue Plan Act of 2021 (ARPA) at this time. The total Plan 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. It has been estimated that the Town will receive \$6.7 million, with half to be distributed in June.

I contacted Wade Burkley with the Florida League of Cities and he assured me all required information has been received from the town. He also stated that the State of Florida may ask for a 30-day extension for disbursing ARPA funds. Before the rest of the funds become available, municipalities will be required to sign a funding agreement with the Division of Emergency Management (DEM) which will include some of the data the League has been collecting. DEM and the League will be reaching out once the funding agreement becomes available.

This will be brought before the Commission when the funding agreement is received.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Ye Olde Thrift Shoppe expansion received a temporary certificate of occupancy this week; this will allow removal of the modular storage units on the property, so that the remaining site work can be completed.

At the meeting held on June 21, 2021, the Commission approved an annexation, future land use amendment, and rezoning of property on County Road 25 (Teague Trail) to allow for the development of multi-functional space/storage facilities on property owned by North Lake Presbyterian Church. The department also received the letter of approval from the Department of Economic Opportunity (DEO) for the final adoption of the Future Land Use Map Amendment for the Meucci property (Hammock Oaks).

The building department has received plans for the remodel of the vacated Sweet Tomatoes site and construction of a Chipotle Restaurant in the Village Crossroads shopping center. Plans have also been reviewed and approved for the remodel of the vacated Stein Mart space.

The building department issued 30 permits over the last week, and 96 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Interim Human Resource Director Tamika DeLee, along with Growth Management Director Thad Carroll, attended the 2021 Public Risk Management (PRM) Educational Conference. The

conference was held on June 16th through the 18th at the Naples Grande Beach Resort. The purpose of the conference was to provide education to PRM members, as well as networking opportunities with the PRM staff, brokers, and vendors all in one location. The Town would like to also welcome their new Deputy Town Clerk, Nancy Wilson.

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. We received notification this week that our community development project implementation lead gave notice and will be replaced.

The Enterprise Resource Planning (ERP) Selection Committee have continued weekly scheduled meetings to review vendor proposals.

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.

The effort to relocate the I.T. offices from Town Hall to the library is underway. A partial furniture delivery was received for the new office space this week.

LIBRARY SERVICES (Lori Sadler):

The Library staff would like to welcome John Pearl and the I.T. Department to their new home on the second floor of the library. We are pleased to be able to help alleviate the space crunch at Town Hall.

Adult programs were well attended this week, with our nonfiction book discussion group and our authors' round table writers' group both meeting.

On Thursday, June 24th, the youth department welcomed the Lake County Fire Department. The firefighters talked about fire safety and allowed the youngsters to explore the firetruck. This is always a well-anticipated event that the kids and parents all love. Children also participated in the weekly scheduled programs: Storytime, Reading with Scarlett, Baby Storytime, Manga Meet-Up and Video Gaming. Family crafting and take home craft kits continue to be popular. The youth library also celebrated the birthday of the late Eric Carle, beloved children's author. A special family craft session took place, with the youngsters creating one of Carle's iconic characters, the seahorse, from his book titled Mister Seahorse.

PARKS & RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. We timed ourselves in mowing the planned park area on Old Dixie

Highway so we could start planning it into our schedule. Due to rain, we have been restricted in performing any special projects this week.

The Parks and Recreation Director represented the Town at a committee meeting to begin the fundraising for the fireworks in 2023. We have a group of about seven of us who will be raising funds. You will see a 50/50 chance drawing where tickets will be sold for around 15 months. The goal will be to raise more than enough to cover the event while giving someone in the community a handsome financial boost. There will be an event in January 2023 at the American Legion Post 347 where the ticket will be drawn, and a basket fundraiser will take place. We are seeking funds to print the tickets. The Parks and Recreation Director will be approaching the Legion to see what we can do to reserve the banquet room at this time. The Parks and Recreation Department and the Chamber are also planning a Watermelon Festival the day of the fireworks to lead us into the evening. I was excited to have a verbal commitment of \$10,000.00 for the fireworks. This will come in the form of \$5,000.00 donated and another dollar for dollar match for the next \$5,000.00 we earn.

The Parks and Recreation Director has been working with the Soccer Association's paperwork to make donating to the club more appealing. All work that I perform goes through the Club's President for approval. I have sent out registration dates and banner sponsorship info through the Chamber of Commerce. I have put registration dates and info on the water bill on the website. I am waiting on the proofs for the banners and signs to get back from the printers so I can have them approve the design.

I filed the permit applications for the sun shade projects. The papers cleared on Wednesday. Thanks to Thad and his team on getting this done so quickly. I left an email for the tree company who will be taking down the tree behind the Community Building. As expected, rain is delaying the project, but as usual, it may take him some time to get to it, but he is the cheapest and does a great job.

I am in the process of contacting the re-occurring groups who utilize the Community Building. We are at the finish line, but waiting on the keyless entry to be completed by Aztec and minor touches from Public Works. We have a couple of groups who have been given special pricing over the years. These groups will show up on the ordinance changes that I will bring to the Commission. In this ordinance, you will see a requirement for the purchase of insurance to serve alcohol at the building. At first I wanted to have a cop and insurance, but that would price us out of the market. We would then be competing with the bigger facilities in the private sector if we went that route. I met with Julia concerning the rental of the building. It will be a challenge at first, but we will do a great job.

POLICE DEPARTMENT (Deputy Chief Jason Brough)

The Lady Lake Police Department will continue to concentrate on traffic enforcement efforts in the construction zone along U.S. Hwy 27/441 to encourage the public to slow down and exercise caution throughout the area. We will also be sending officers to a 24-hour training session at the College of Central Florida. This 24-hour course will teach participating officers how to skillfully recognize and properly evaluate impaired driving suspects.

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 consideration in July.

Staff continued inspection of the new stormwater infrastructure being installed at Lake Ella Estates.

Staff continued cleaning numerous storm inlets around Town to stay ahead of the heavy rains.

Tree trimming continued this week. Road patching and wash out repairs 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.

Staff performed preventative maintenance on equipment used in emergency events this week for storm preparedness.

Facilities Maintenance:

Staff continued working on landscaping improvements for Town Hall/PD and the library this week.

Staff assisted in moving the I.T. Department offices to the library this week.

Staff met with the original architect of the library to investigate and assess water leaking issues from the roof area.

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 at numerous areas to keep the project moving forward.

Phase One of the Wastewater Treatment Plant Modifications Project, pre-construction meeting today. Construction schedule to follow.

Phase One of the Well #4 and #5 Project is currently being advertised. bid opening is today, June 24th.

Staff performed repairs at lift station #15 this week.

Utility Services performed yearly tank inspections this week, reports to follow.

Staff is in process of repairing a sewer force main break at the American Legion on Rolling acres road.

Staff performed preventative maintenance on equipment used in emergency events this week for storm preparedness.

Administration:

Staff is coordinating with fencing contractors this week to receive quotes for installation of new fencing around the rear parking lot at Town Hall/PD.

Staff is ordering yearly water conservation promotional items as an educational compliance component of the Town's Consumptive Use Permit (CUP) issued by St. John's River Water Management District. These items are discussed and voted on in the monthly Water Conservation team meetings held at Public Works.