

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

July 29, 2021

The **Budget Workshop** was held Monday morning in the Commission Chambers. The proposed milage rate will remain the same as this year's at 3.3962 mills. The department managers did a great job presenting their budgets and presenting projects that support the continued growth of the Town.

Lady Lake Area Chamber of Commerce Meeting: I met with Executive Director Leslie DiCesare on Monday afternoon. I will be speaking at their October 7th meeting. We discussed the after-hours networking events and the Town's membership. I am looking forward to working with Leslie and the Chamber.

The **Department Manager's meeting** was held Tuesday Morning. We discussed our safety program and will start up the safety committee again. We reviewed the Budget Workshop. A special thanks to Pam, Debbie, Dawn, Becky, and Michelle in the Finance Department.

Daily Sun Article: I met with Leah Schwarting of the Daily Sun. She will be writing an article about the Town of Lady Lake. We talked about local elections and what people need to know if they are looking to live here.

CLERK'S OFFICE (Nancy Slaton):

Clerk's Office staff continues to process business tax receipt renewals as they come in. Minutes were completed for the July 26th Commission Budget Workshop meeting and the July 27th Special Magistrate hearing. The agenda for the August 2nd Commission meeting was posted and packets were distributed.

A qualifying packet has been handed out for the office of Town Commissioner for each of the three Wards. Petition signatures have already been turned in by two of the candidates. The Town may not need to hold an election this year if all three candidates qualify and no one else steps up to oppose them. If that turns out to be the case, the proposed Charter referendum could be postponed until the Town's next election is held.

FINANCE DEPARTMENT (Pam Winegardner)

The Town of Lady Lake still has not received the "funding agreement" which will be presented to the Commission for authorization to receive the American Rescue Plan Act of 2021 (ARPA) funds. Lady Lake is estimated to receive 6.7 million in ARPA funds to be used for infrastructure. The State of Florida has been granted an extension to July 28th; however, I do not find they have applied for a second extension which is sure to come. Several Florida entities have either received their

money or the State is verifying that they have their Duns number (the Dun & Bradstreet D-U-N-S number is a unique nine-digit identifier for businesses) and are registered with the System for Award Management (SAM). Our Duns is 025006321 and we have been registered with SAM for years.

The System for Award Management was created to ensure that when governments hire contractors to fulfill projects, the contractors are in good standing. We must be registered with SAM in order to qualify for grants. I renew Lady Lake's registration annually.

I want to thank the Commissioners for asking good questions about the budget and offering their ideas, comments, and opinions to better guide staff. If you have any further questions, please contact the Town Manager and he will direct the department heads to provide what is needed. We have a great Town due to great leadership. Please remember that there is no such thing as a stupid question. That is what I was told in my auditing years, everyone has a different idea or view on a procedure and my finance staff has shown me that.

I have certified the DR-420 millage form that was provided in the Commissioners' budget books to the Lake County Property Appraiser. I have also emailed notices and ads for our proposed budget and our millage to the Department of Revenue for their review to be sure all is posted correctly, and that the data is accurate. They replied and all passed their review with flying colors. I will not submit this information to the Daily Commercial until after the September 8th meeting. The ads (the budget ad and the millage ad) must be in the newspaper no earlier than two days before and no longer than four days before. It cannot be in the legal nor classified sections and must be of a specified size.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department staff continued to work with various applicants during the week to revise application materials for upcoming zoning cases. We foresee a lot of projects on the horizon as interest has shifted to residential development within the Town as of late. There is still plenty of commercial activity underway as well. We anticipate final site plan consideration in the very near future for the 7-Eleven project on North Highway 27/441, as well as a site plan submittal for the Benchmark Development that will be located behind Sam's Club and south of Griffin Avenue.

The department director attended a Lake County Economic Development Partners Luncheon with other attendees around the county on Friday, July 23, 2021. Economic Development seems to be on a positive trend county-wide, and discussions focused on how all jurisdictions can better serve their residents through the building permitting process, as well as how to better recruit businesses to our area. Concern was raised, however, as to how transportation improvements and school facilities can remain on pace with the growth, as deficiencies in both areas exist at the present time. In the year 2025, 240 additional seats will be added to the Villages Elementary.

The building department issued 48 permits over the last week, and 61 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

The Town of Lady Lake open enrollment period will start on August 1st through August 31st. During this period, employees can add and/or drop dependents and make plan changes without a qualifying event for most plans. Medical insurance rates increased by 3.4% and dental insurance decreased by 5%. These rates are for the Fiscal Year 2021-2022.

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

Multiple network security infrastructure projects continue.

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 attended a vendor product demonstration on Monday and Tuesday. The next vendor demonstration is scheduled on Monday and Tuesday of next week.

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.

LIBRARY SERVICES (Lori Sadler):

SHINE (Serving Health Insurance Needs of Elders) returned to the library on Wednesday, providing free counseling services to help residents sort through medical insurance questions. Offered by the Florida Department of Elder Affairs, SHINE's specially trained volunteers provide one-on-one counseling to assist with Medicare, Medicaid, and health insurance questions, and compare Medicare Part D plans of Medicare Advantage plans. SHINE pledges its services "are free, unbiased, and confidential". The counselors are available at the library on the second and fourth Wednesdays of every month between 2 p.m. and 4 p.m.

This week ends the summer reading program in the youth department. All the books that were read will be tallied and prizes will be awarded to our top readers. We are also welcoming two guests this week. On Wednesday, the Tri County Clowns will be paying a visit to Storytime, and on Thursday, Tim Trick, juggler and trick man extraordinaire will be performing.

Thank you from our not-so-brave library director to our animal control officer, Denise Williams, for capturing a visiting snake this week.

PARKS AND RECREATION DEPARTMENT (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. We have started the installation of the sun shades at Harry Sacks Field and expect the second frame to be in place by tomorrow. We will focus on the Dog Park next.

As of now, we have six tickets sold for the Daddy Daughter Dance in September and 26 vendors for the Art in the Park event in January. I am getting ready to start gearing up for the fall events as it takes several months to make each of these activities come to life. This week has involved mainly office work for the director along with pricing items funded by the Cares Act. I spoke to representatives of the Dog Park, and they are exploring the option of installing sod at their facility. Water Oak has reserved the Harry Sacks Softball field for September and October. They have asked how to take care of some field issues that they are having.

POLICE DEPARTMENT (Chief Rob Tempesta)

Announcement: Officer Jacob Clark will receive a life-saving award at the regular Commission Meeting on 8/2/21.

Public Safety: School is back in session beginning August 10th. Please be mindful that traffic on Rolling Acres Road from U.S. Hwy 27/441 to CR 466 will be heavy during drop-off and pick-up times. The police department's Community Service Aide will be directing traffic to let traffic in and out of the school drop-off zone. Officers will be in the area monitoring the school zone for speeding. For those motorists that must drive into that area, please be patient and give yourself extra time for arrival to your destination. For those that can take an alternate route, please do so. The police department message board will be out reminding motorists of the above details.

The Lady Lake Police Department reminds you to be careful out on the roadways at all times, but especially now on U.S. Hwy 27/441. We are still in both Florida's rainy and hurricane seasons, coupled with the major on-going construction. Please be observant and courteous to avoid a traffic crash. Please slow down and move over for all emergency vehicles.

Training: The Lady Lake Police Department conducted quarterly in-service training. Officers were trained in major incident response to include active shooter incidents. The Villages Fire Department worked alongside of the officers to coordinate their response and life-saving role after the scene is secured. This training is critical and familiarizes all involved with inter-agency protocol.

PUBLIC WORKS/UTILITIES DEPARTMENTS (C.T. Eagle):

Maintenance:

Streets:

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.

Facilities Maintenance:

Staff continued working on landscaping improvements for Town Hall/Police Department and the Library this week, including removal of two dead palm trees at the Library.

Staff submitted the purchase order request for the Town Hall break room remodel project this week. Project schedule to follow.

Staff coordinated with contactors working on improvements to doors and emergency lights related to the fire inspections at the Library this week.

Utilities — Water and Sewer:

Staff is in continuing ongoing coordination with the Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project. This week staff continued assisting the contractor with utilities locations at numerous areas to keep the project moving forward.

Phase One of the Wastewater Treatment Plant Modifications Project. Initial work to commence on August 9th.

Phase One of the Well #4 and #5 Project is in the process of being re-advertised for bid, opening date is August 26th.

Staff performed new utilities installation inspections at Lake Ella Estates this week and coordinated Florida Department of Environmental Protection (FDEP) permits with the project engineer for the next phase of the project.

Staff performed repairs to a water service leak on Shenandoah Avenue this week.

Administration:

Staff has been busy this week coordinating projects and equipment procurement for various departments related to the CARES ACT funds that were approved by Town Commission. Projects consist of Commission Chambers improvements at Town Hall, improvements at the Public Works Complex, and improvements at the Library. Equipment, materials, and vehicle lead times are still exceptionally long compared to recent years.

The U.S. Highway 27/441 Road Widening Project is still ongoing with two more years of work to be performed. The southbound overpass bridge is scheduled to start demolition and removal in January of 2022. County Road 25 will be closed off at the overpass some time in November and

traffic will be detoured on Fennell Blvd to U.S. Highway 27/441 until both bridges are removed and a new intersection is constructed.