

# WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

August 5, 2021

**Expense Report:** With 92% of the fiscal year lapsed, the General Fund total is at 82%. The total for the Utilities Fund is at 84%. Great Job Team!

**Meetings:** I had meetings this week with Mayor Kussard and John Pearl to discuss the I.T. budget. I also had a meeting with Thad, C.T., and Scott Culp with Atlantic Housing Partners This developer is requesting that the Town of Lady Lake provide water and sewer to their housing project. There will be more to follow later.

Thad arranged an introductory meeting between me and Martin Dellebovi, Vice President with Benchmark Development Corporation, on Wednesday. This has been a great partnership in the past and continues.

**Health Fair:** The Town of Lady Lake held an Employee Health Fair on Thursday. A special thanks to Tamika and Julia for putting together a great program.

## **CLERK'S OFFICE (Nancy Slaton):**

Business Tax Receipt renewals continue to arrive in the daily mail for processing. Clerk's Office staff processed and distributed the agendas and packets for the August 9<sup>th</sup> Planning & Zoning Board meeting and the August 11<sup>th</sup> Parks, Recreation & Tree Advisory Committee meeting. The draft minutes for the August 2<sup>nd</sup> Commission meeting were completed.

The Closed Executive Session to discuss the Police Benevolent Association negotiations still needs to be scheduled on a date to be determined. Perhaps everyone can bring their calendars to the next Commission meeting on August 16<sup>th</sup> and confirm a date for this session.

**Reminder:** The **Qualifying Period** for the office of Town Commissioner for Wards 1, 3 & 5 for the November 2, 2021 general election begins next week — from noon on Monday, August 9, 2021, to noon on Friday, August 13, 2021.

All petition signatures must be turned in to the Clerk's Office so they can be verified by the Lake County Supervisor of Elections office prior to the end of the qualifying period. All other documents in the qualifying packet must be turned in during this time as well.

On Wednesday, the Clerk's Office received an inquiry regarding qualifying from another potential candidate for Ward 3.

## **GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):**

The Growth Management Department staff, along with personnel in the Public Works Department, met with representatives from the Benchmark Group to discuss extension of sewer utility north along County Road 25 to Griffin Avenue. A site plan is soon to be submitted by this developer, and the extension of the sewer service will serve the new development. In recent weeks, staff has had multiple discussions with consultants and developers looking at various properties on County Road 25 north of Griffin Avenue. Extension of the sewer line could bring additional development along the County Road 25 corridor; the lack of central utilities has been an impediment for development to date.

Paving of the parking lot at Ye Olde Thrift Shoppe was completed this week, and signage has been placed on the façade of the building. The project is quickly nearing completion. Work also continues at Earth Fare in the Lady Lake Commons shopping center, with an anticipated opening in late September. No opening date has been set at this point.

Senior Planner, Wendy Then, attended the Florida Floodplain Managers Association Conference in Orlando on Tuesday and Wednesday of this week. Wendy is a Certified Floodplain Manager (CFM) and reviews Elevation Certificates and makes floodplain determinations for the Town as part of the building permit process. On-going training is imperative to keep her certification current and to ensure she remains informed of the most current regulations.

The building department issued 29 permits over the last week, and 85 inspections were conducted in the field.

#### **HUMAN RESOURCES (Tamika DeLee)**

The Town of Lady Lake open enrollment period continues through August 31<sup>st</sup>. During this period, employees can add and/or drop dependents and make plan changes without a qualifying event for most plans.

The Human Resources Department, with help from Julia, the Town Manager's Administrative Assistant, is hosting an abbreviated version of the health fair for employees in the Chambers today. Lunch boxes from Honey-Baked Ham will be provided and gift cards will be distributed to employees for maintaining a good safety record. Paramount Urgent Care also donated items for a raffle.

#### **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. A final vendor demonstration is planned for the week of August 16<sup>th</sup>. The Selection Committee will then meet to determine their recommendations.

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):**

In the adult library, study rooms and second floor meeting rooms are seeing much use. Town employees have utilized the meeting space for vendor presentations and outside groups are beginning to rent again for seminars. As we begin a new month, staff are busy creating new displays for the month of August. Foot traffic has remained steady, and we have seen an increase in circulation of both physical and digital materials. Public computer use time has also increased. A total of ninety-four new patrons joined the library last month.

As the children prepare to return to school, the summer reading program has come to a close in the youth department. Even though the program could not be completely back to normal this year, the youth department had a wonderful turn-out for their summer program. We saw many excited faces each day during the summer program. This year our kids logged 1,721 books read. WOW! The top reader read 290 books. FANTASTIC!

### **PARKS AND RECREATION DEPARTMENT (Mike Burske)**

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. Two members of our team are out so we are doing the most essential tasks at this time.

The Parks and Recreation Director is currently performing administrative tasks and assisting the maintenance crew as needed. I am gearing up to begin the programming of the fall events. I will be meeting with the Chamber of Commerce tomorrow morning to discuss Covid 19 and our upcoming events.

### **POLICE DEPARTMENT (Chief Rob Tempesta)**

**Announcement:** A reminder that school is back in session beginning August 10<sup>th</sup>. Traffic on **Rolling Acres Rd. from U.S. Hwy 27/441 to CR 466** will be heavy during drop-off and pick-up times.

School hours are 8:30 a.m. to 3 p.m. on Monday, Tuesday, Thursday and Friday. Every Wednesday is early dismissal at 2 p.m.

Community Service Aide Michele Herbster-Sloane will be directing traffic to let vehicles in and out of the school drop-off zone. Officers will be in the area monitoring the school zone for congestion and traffic violations. For those motorists that must drive through this congested area, please be patient and give yourself extra time for arrival to your destination. **You will experience delays!**

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.

**Public Safety:** Please be aware of changing traffic patterns on U.S. Hwy 27/441 during the construction process. Flooding has occurred in numerous areas within the construction zone. Please be observant, courteous and slow down to avoid a traffic crash.

**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.

Staff removed a fallen tree on Guava Street this week.

**Facilities Maintenance:**

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

**Utilities — Water and Sewer:**

Staff is in continuing and ongoing coordination with the Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project.

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

Phase One of the Well #4 and #5 Project has been re-advertised for bid; the opening date is August 26<sup>th</sup>.

Staff performed new utilities installation inspections at Lake Ella Estates this week.

Staff performed repairs on equipment at the water wells this week.

**Administration:**

Staff continues to stay busy this week coordinating numerous improvement projects involving various departments and town facilities.