

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

August 12, 2021

The **managers' meeting** was held Tuesday morning to review the Commission agenda for the August 16th meeting. We discussed the community building and the Employee Health Fair. I gave a special shout out to Tamika DeLee and Julia Harris for planning and organizing the health fair. We discussed the increase in of the Covid 19 Delta variant cases and what precautions need to be taken now. The manager's meeting was held in the Commission Chambers.

The **Lady Lake Chamber of Commerce Board of Directors'** meeting was held Wednesday morning at our community building. Mike and I attended, and they discussed moving forward with meetings and events with the uprise of Covid. They discussed attending the Commission meetings and remarked on the last Commission meeting that recognized Lady Lake Police Officer Jacob Clark and the presentation of his Life Saving Award.

CLERK'S OFFICE (Nancy Slaton):

Clerk's Office staff continues to process business tax receipt renewals, as well as several new applications. Staff processed and distributed the agendas and packets for the August 16th Commission meeting.

The **Qualifying Period** for the office of Town Commissioner for Wards 1, 3 & 5 for the November 2, 2021 general election ends at noon on Friday (from noon on Monday, August 9, 2021, to noon on Friday, August 13, 2021).

Four qualifying packets have been submitted thus far for the three Commission offices up for election. The petition signatures were turned in to the Lake County Supervisor of Elections office this morning, and the candidates will be notified once the signatures are verified. Hopefully, that will be this afternoon. It looks like there will definitely be an election as there are two candidates for Commissioner for Ward 3. Since this is the case, we will plan on including the Charter referendum on the ballot, if the Commission approves.

FINANCE DEPARTMENT (Pam Winegardner)

I received the Funding Agreement from the Florida Division of Emergency Management for the American Rescue Plan Act. It consists of a 25-page agreement that the terms have already been published through American Rescue Plan notifications. The Town must account for the spending of these funds by maintaining all records relating to these funds. All meetings related to these funds must be public, must have all documents audited, must provide period reports to the Secretary of the U.S. Department of Treasury, among other stipulations that the Town already has performed for programs such as FEMA and grant funding. The Town of Lady Lake is estimated to

receive \$6.7 million, with half being disbursed this year and the rest next year. This agreement will be brought before the Commission.

A modified Capital Asset policy will be presented to Commission for their review in the near future. Staff will be requesting that capital assets formerly costing \$3,000 be increased to \$5,000 (and with a life of over one year) be approved. This will enable the Town to expense off all purchases under \$5,000 and require less tracking and labor hours. The Town is also required to keep inventory of "trackable" assets: a) that have a heightened risk of theft (computers, radios), b) to provide public safety and avoid potential liability (for weaponry), and c) to ensure legal compliance for grant purchases.

Budget Amendments are being completed for the CARES funds approved for spending. I will be increasing budgeted revenue by adding the CARES money we received and increasing budgeted expenses with the associated approved purchases. If the purchase is not completed this fiscal year, next year's budget Fiscal Year 2021-2022 will be amended.

Cut off of purchase orders due to fiscal year end is fast approaching with the last day being Tuesday, August 17th at 6 p.m. Check requests, Blanket purchase orders (for commonly purchased items \$1,000 and under), petty cash purchases, and emergency purchase orders are allowed, which include fuel and chemicals.

FLCLASS, one of our investment banks, has created a new fund called "Enhanced Cash." The difference between the two funds at FLCLASS is that the old earned a daily rate of .0726% or a YTD rate of .0999% and the new earns a daily rate of .1437% or a YTD of .1430%.

Florida Prime, our other investment company earned a daily rate of .19% in July, up from .10%. We spread out our investments for safety, liquidity and yield considerations plus, the old saying of "not putting all our eggs in one basket". I have put the Town of Lady Lake's reserves (six months as Commission requested) in this Enhanced fund which could be available in five days if needed. Finance looks several months ahead to keep adequate cash for operating transactions in our SunTrust fund and the Town also has immediate access to Florida Prime funds.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Building Department received plans for the installation of reinforced concrete pads, equipment and electric work for the Town of Lady Lake's Wastewater Treatment Plant Project Phase 1. The plans are currently under review, and the work will be performed by SGS Contracting Services. Plans were also received for a vestibule addition at the Holiday Inn Express at 1205 Avenida Central.

On Monday, August 9, 2021, the Planning and Zoning Board recommended approval of the final plat of Lady Lake Commons. In addition, applicant Scott Miller brought a revised proposal to the board for development of the property just north and adjacent to Village Veranda on South

Highway 27/441. The proposal eliminated the luxury garage component of the project, and now strictly includes multi-family apartments. The applications were for the Future Land Use and Zoning entitlements. The applications received a recommendation of approval as well. Finally, a variance was considered for removal of historic trees for property on County Road 25 which also received a recommendation of approval.

On Wednesday, August 11, 2021, the Growth Management Department received a Notice of Intent to find the recently adopted amendments to our Comprehensive Plan (EAR based amendments) in compliance with Chapter 163 of the Florida Statutes.

The building department issued 45 permits over the last week, and 63 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

The modified health fair box lunches and gift cards give away was a success last week. Town Manager William Lawrence and Commissioner James Rietz attended the modified health fair. This gave employees the opportunity to meet and speak with them.

The Town of Lady Lake has several jobs opportunities available. These positions will be posted in the Daily Commercial newspaper from August 12 through August 15. For more details, please visit our website at ladylake.org.

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

Multiple network security infrastructure projects have continued this week.

Our email service will be down for maintenance randomly this weekend.

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 will meet next.

The GIS water system field verification project continues with Water Utility and IT staff in the field collecting GIS coordinates for various utility assets.

LIBRARY SERVICES (Lori Sadler):

The roof repair project is under way and hopefully will not take very long for completion. In the adult library, the fiction book discussion group met this week and Best Buy's Geek Squad will be holding Apple class on Friday. SHINE counselors met individually with residents needing assistance with Medicare and guidance with health insurance concerns.

The Summer Reading Program in the youth library ended last week. This week, the top ten summer readers were awarded their prizes. The top reader read 290 books! For the month of

August, the Youth department is beginning a new program for video gaming day. Every Friday, participants will be given a code so they can play Animal Crossing with us from home. Staff have built a special library island where participants can build and work together.

PARKS AND RECREATION DEPARTMENT (Mike Burske)

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

The Parks and Recreation Director has just finished the new ordinance for the Community Building. I would like to thank Nancy, Town Clerk, for making them look and sound so good! I represented the Town at the Lady Lake Area Chamber of Commerce meeting. Events with Covid, fireworks fundraising, and upcoming events were all discussed. I am currently working on paperwork for the upcoming events. I am assisting the maintenance crew as needed to include spraying, trash pick-up, and lending a hand where needed. We have been coordinating with the Lady Lake Soccer Association and the Little League concerning the beginning of their seasons. Soccer will hold their opening day ceremonies on September 18th at 8 a.m. As of now, approximately 170 players are signed up for soccer. Twenty seven vendors have signed up for the January Art-in-the-Park thus far.

POLICE DEPARTMENT (Chief Rob Tempesta)

Announcement: The Lady Lake Police Department is pleased to announce that Officer Ryan Doran and Officer Joshua Redmond have successfully completed their Field Training. They are now on patrol and assigned to a shift. Congratulations Officer Doran and Officer Redmond! The police department is currently at full staff.

Back to School: Tuesday was the first day back to school at the Villages Elementary of Lady Lake. Traffic on Rolling Acres Rd is congested during both drop-off and pick-up times. The traffic backs up on U.S. Hwy 27/441 and on CR 466 as vehicles wait to turn onto Rolling Acres Road, especially during afternoon pick up hours. Please use alternate routes if you do not need to be in that area! A reminder of school hours:

8:30 am 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.

Public Safety: A reminder to keep track of the tropical storm that is coming towards Florida this weekend into next week. It is a good time to check supplies in the event that power is lost for a period of time and plan accordingly. If we do get bad weather, please stay off the roads if you do not need to be out until the weather clears.

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 replaced curbing on Devon Drive this week.

The annual street resurfacing project starts next week and will continue for the next few weeks. Staff prepared and posted project information for the public to access on the Town's website.

Staff is currently in process of preparing equipment for the pending storm this weekend.

Facilities Maintenance:

Staff installed tinting on the office windows for the I.T. Department in the Library this week.

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

The roofing contractor started repair work 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.

Phase One of the Wastewater Treatment Plant Modifications Project. Initial work commenced this week.

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

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

Staff performed repairs on a broken water service this week at Clay Ave and Hermosa Street.

Staff re-painted fire hydrants around Town this week.

Staff is currently in process on preparing equipment for the pending storm this weekend.

Administration:

Administrative staff prepared and submitted draft evaluations for all Public Works employees to Human Resources this week.

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

Special Note: Staff would like to thank the Town Manager and Town Commission once again for adjusting the pay rates. We have seen an increase in submitted job applications due directly to the increase in starting wages. There are some promising candidates, and we are hopeful that we will fill the vacant positions soon.