

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

September 2, 2021

The Manager's Meeting was held on Tuesday morning. We reviewed the upcoming Commission Meeting Agenda. We discussed the new Covid-19 policy and the opioid resolution that will be on the agenda.

Advertising for the Human Resource Director's position was closed on Tuesday. We had two applications but only one was qualified.

Performance Evaluations: I have worked on the evaluations this week and will meet with the managers over the next couple of weeks to review them.

CLERK'S OFFICE (Nancy Slaton):

Clerk's Office staff processed agendas and packets for next week's Local Planning Agency and Commission meetings – to be held on Wednesday, September 8th, due to the Labor Day holiday on Monday. We have a fair number of items on the agenda for the Commission meeting, and Carol and Nancy W. completed the packets in good time.

Keith Randich, our Systems Analyst, met with us to show us how to start importing our Clerk's Office files into Laserfiche, our new document management software. Apparently, the fire wall issue that was preventing this has been resolved – thanks, John! Once these files are imported, naming takes place; several fields must be filled in to designate the file path. The naming of file paths requires consistency and will take some time to complete. This software should facilitate search functions and streamline public records requests.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

After the 2021 Florida Legislation session, the Growth Management department drafted an ordinance amending the Town's Future Land Use Comprehensive Plan, incorporating a property rights element as required by § 163.3177(6)(i)1 of the Florida Statutes. The property rights element protects property rights and extends the rights of all people to participate in the land use planning process. Growth Management has been implementing such policies for years but having it in the Town's Comprehensive Plan memorializes the process.

Site work is almost finished at "Ye Olde Thrift Store" at 106 West Lady Lake Blvd. Other active sites include the Lake Ella Estates Subdivision, "Big Dan's Car Wash", and outparcel "D" in the Lady Lake Commons Shopping Plaza. Growth Management just approved a minor modification application for the Water Oak Dog Park that includes a 5,000-square-foot fencing enclosure for

small dogs and a 5,000-square-foot fencing enclosure for large dogs. Sun Communities/Water Oak also submitted a revised site plan for two proposed maintenance buildings.

Growth Management received and issued one zoning clearance for a new business in Lady Lake.

The Building Department issued interior build-out permits for the proposed "Chipotle" at 708 N. Hwy 27/441 and "Sophia's Hair Salon" at the MMD Plaza. "Nothing Bundt Cakes" at the Spanish Springs Plaza received a refrigeration permit.

Growth Mgmt. Director Thad Carroll is currently attending the 2021 Florida American Planning Conference to stay abreast of the latest planning legislation, issues, and latest developments affecting the planning field.

Growth Management held no public meetings last week; however, we have received several land use applications this week including one annexation, two small scale future land use map amendments and two rezoning applications, which means we will have a big agenda for the 09/13 Planning and Zoning Meeting.

The Building Department issued 52 permits over the last week, and 67 inspections were performed.

HUMAN RESOURCES (Tamika DeLee)

No report

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

Multiple network security infrastructure projects have continued this week, with specific, significant progress being made.

The community development software implementation project continued with staff and vendor meetings focused on application configuration and integration.

A technical issue delaying the document management software implementation project was resolved this week, staff and vendor meetings focused on application configuration have continued. User training will be scheduled for staff soon.

The Enterprise Resource Planning (ERP) Selection Committee met on Monday, August 30th to rank the RFP 2021-003 responses and they have forwarded their recommendation to the Steering Committee. The Steering Committee will meet soon to review this recommendation.

LIBRARY SERVICES (Lori Sadler):

Do you have a library card? September is "Library Card Sign-up Month". Visit the library on-line or in person to learn how to access books, audiobooks, movies, eBooks, and more. In the youth department every child who signs up for a new card will receive a book to take home and keep. Sign up for a library card and find something wonderful at your library!

To commemorate the 20th anniversary of the 9/11 disaster, a large poster exhibit is on display inside the main entrance of the adult library.

Several new resources are available. You can now read the New York Times online using your computer, tablet, or smart phone. Create an account using your email address. No library card is needed.

Also available is Tutor.com which offers one to one learning for students and adults. Get homework, GED, GRE, college test prep, resume help, and more.

PARKS AND RECREATION DEPARTMENT (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. We have one member of our team out and have an open Operator I position. We have made a positive push this week and were able to complete the sunshades at Harry Sacks Field at Rolling Acres and the two at Hicks Field at Guava Street. We have several projects that we need to complete but are having to back-track and get our mowing and trimming to an acceptable standard at our parks. We are currently revamping the irrigation at Heritage Park where seven out of nine zones quit working. We have been working with the lights at Harry Sacks field to repair a bad switch and we've fixed one of our light poles that may have been hit by lightening.

The Parks and Recreation Director has continued working on the events for this Fall. Kid's Day at the driving range went well with around 25 kids showing up. The individual attention given to the participants by the instructors was excellent. I now have raffle tickets for the fireworks fundraising that were donated; each ticket is \$5.00. Anyone wishing to sell tickets please get with me and I will happily get you started. There will be other fundraising projects when we have a committee to raise funds.

After searching for almost two months, I was able to locate a replica for the light that was smashed by a tree at Heritage Park; the price of under \$700.00 was welcome surprise though we may not be able to purchase it until FY 2022.

Baseball and soccer practice started this week. It will be September 18th before games are played for soccer and the 23rd for baseball. Fall is usually our slowest time for leagues, but we had a good showing for both.

I spoke with Neel-Schaffer Engineering concerning the design for the Park. We will see receive another set of plans next week and will present the design to the Parks, Recreation and Tree Board in October and then to the Commission at the October 18th. This will give us the opportunity to review the plans with both the Board and the Commission. This may delay the completion date for the design, but it will be due to the Towns' review and no fault of the design

engineers. This is a vital step in the process and needs to go before both the Board and Commission.

The Daddy Daughter Dance will occur at the Library on September 18th. That same day, we will have opening day for soccer at 8:00 a.m. There will be a ribbon cutting for the open house at the Community Building at 10:15 am that morning. The Chamber will perform the ceremony that should only last a few minutes. The building will be open for public viewing from 10:00 a.m. to 1:00 p.m.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: The Lady Lake Police Department is implementing a Selective Enforcement Unit (SEU) effective September 27, 2021. Officer Devin Daniels and Officer Marc Manders are the first two officers assigned to the unit. They will be working closely with the Criminal Investigations Division assisting with various duties to include investigating crime line and other tips, traffic enforcement details, stake outs, etc. Congratulations to both officers on their new assignment!

Department News: Within the past year, members of patrol have completed active shooter training. A segment of the training included the proper application of trauma bandages/dressing. Each officer has been assigned a trauma first aid kit to be carried on patrol in the event that any incident occurs where life-saving measures are necessary prior to the arrival of EMS.

Public Safety: A reminder that the Lady Lake Police Department is participating in the high visibility national enforcement campaign, "If You Feel Different, You Drive Different. Drive High, Get a DUI", which runs from August 20 through September 6, 2021. During this period, local law enforcement will show zero tolerance for drug-impaired driving. The Lady Lake Police Department reminds you to be responsible during the Labor Day holiday weekend. Have a designated driver or call for a cab if you consume alcoholic beverages and are not staying at that location. It's not worth the risk of endangering others or yourself.

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):

Streets:

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.

The annual street resurfacing project was delayed this week due to rain; work will resume next week and will continue for the next few weeks.

Facilities Maintenance:

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

Staff continued repairing lighting at the Library and Town Hall parking lots this week.

Utilities — Water and Sewer:

Staff is continuing ongoing coordination with 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. Work continued this week.

Phase One of the Well #4 and #5 Project, zero bids were received. Staff and the Engineer will bring alternatives back to Town Commission for consideration.

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

Staff continued painting fire hydrants throughout the Town this week.

Sewer line camera inspections began this week by the contractor, RedZone. These inspections will continue for the next few weeks. Video inspection of the sewer system is performed every 5 years to look for issues within the collection system as preventative maintenance.

Administration:

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