



REGULAR MEETING OF THE LADY LAKE TOWN COMMISSION

DATE: Monday, February 2, 2015
TIME: 6:00 p.m.
PLACE: Town Hall Commission Chambers
409 Fennell Blvd., Lady Lake, Florida

ALL INTERESTED PERSONS ARE CORDIALLY INVITED TO ATTEND THIS PUBLIC MEETING

AGENDA*

- A. **CALL TO ORDER:** Mayor Ruth Kussard
- B. **PROCEDURAL:** *Citizens are encouraged to participate in the Town of Lady Lake meetings. Speakers will be limited to three (3) minutes. Additional time may be granted by the Mayor. Citizen groups are asked to name a spokesperson and the Mayor, at his/her discretion, may allow longer than three minutes. Upon being recognized by the Mayor, please approach the dais, state your name and address, and speak into the microphone. The order of agenda items may be changed if deemed appropriate by the Town Commission. Please be respectful of others and put your cell phone on silent mode.*
- C. **PLEDGE OF ALLEGIANCE:** Mayor Ruth Kussard
- D. **INVOCATION¹:** Pastor Keith Johnson, Chapel of Christian Faith
- E. **ROLL CALL**
- F. **PUBLIC COMMENTS²**
- G. **CONSENT³:**
1. Minutes – January 5, 2015 – Regular Commission Meeting
 2. Consideration of Approval to Sign the Commission for Florida Law Enforcement Accreditation, Law Enforcement Agreement (Chris McKinstry)
 3. Consideration to Host the Annual Lady Lake Easter Egg Hunt at the Junior Field at the Guava Street Athletic Complex on March 28, 2015 (Mike Burske)
 4. Consideration of the Interlocal Agreement Between Lake County and the Town Regarding the E9-1-1 System (Kris Kollgaard)
- H. **OLD BUSINESS:**

I. NEW BUSINESS:

5. Consideration to Add a Part-Time Position at the Lady Lake Library (Marsha Brinson)
6. Consideration to Host the Third Annual Scam-Jam-Shred-A-Thon on Saturday, March 14, 2015 (Chris McKinstry)
7. Consideration of a Law Enforcement Ride-Along Program (Chris McKinstry)
8. Consideration of Charging for Lien Searches (Kris Kollgaard)

J. TOWN ATTORNEY'S REPORT:

K. TOWN MANAGER'S REPORT:

L. MAYOR/COMMISSIONER'S REPORT:

M. PUBLIC COMMENTS⁴

N. ADJOURN

***Back up for agenda items is available on the Town's website at www.ladylake.org or contact the Town Clerk at (352) 751-1571.**

This public hearing is being conducted in a handicapped accessible location. Any handicapped person requiring an interpreter for the hearing impaired or the visually impaired should contact the Clerk's Office at least two (2) days prior to the meeting and an interpreter will be provided. To access a Telecommunication Device for Deaf Persons (TDD), please call (352) 751-1565. Any handicapped person requiring special accommodations at this meeting should contact the Clerk's Office at least two (2) days prior to the meeting.

Advice to the Public: If a person decides to appeal a decision made with respect to any matter considered at the above meeting or hearing, he may need a verbatim record of the proceedings including the testimony and evidence, a record of which is not provided by the Town of Lady Lake. (F.S. 286-0105)

Please be advised that one or more members of any other Town Board or Committee may be in attendance of this meeting.

NS/Word/Town Clerk/Agendas - Commission Meeting - 02-02-2015

¹Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

² This section is reserved for members of the public to bring up matters of concern or comments. It is not limited to items on the agenda and it is open to any concern or comments that the public may have.

³ All items listed under consent are considered routine by the Town Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Town Commissioner so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

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1 important that Commissioner Richards' comment regarding the Hwy 27/441 bridge by Tire
2 Kingdom being slated to come down in 2019 be included in the minutes on page 5, near line 29.

3
4 Commissioner Richards agreed that he stated the road was due to be completed in 2019.

5
6 The Deputy Town Clerk confirmed that she would make these two changes to the minutes.

7
8 **2. Budget Amendment to Move Budgeted Computers Items from Capital to Operating**
9 **Expense (Jeannine Michaud)**

10
11 The background summary for this agenda item is on file in the Town Clerk's office. It states that
12 Amendment BT15-001 increases General Operating and decreases Capital Equipment in both the
13 General Fund and the Utility Fund. These computers were budgeted in Capital Equipment
14 because they were over \$1,000.00 each and that is the threshold for a Capital/Fixed Assets
15 purchase. The IT Director has found better pricing (less than \$1,000.00 each), therefore these
16 computer purchases no longer meet the Capital purchase threshold. This budget amendment
17 moves the budget for the purchases only to General Operating.

18
19 **3. Renewal of Client Services Agreement Between the Town of Lady Lake and**
20 **Attorney Mark L. Van Valkenburgh, P.L., for Labor and Employment Legal Services (Tia**
21 **O'Neal)**

22
23 The background summary for this agenda item is on file in the Town Clerk's office. It states that
24 Mr. Van Valkenburgh currently is and has been working as the Town's legal counsel for labor
25 and employment purposes. The proposed contract for legal services has not changed from the
26 previous year and the \$3,500.00 retainer has been included in the 2014-2015 budget under Town
27 Attorney Professional Services. The agreement was included in the packet for review.

28
29 **4. Consideration of Approval to Host the Town's Spring Art-in-the-Park Event on**
30 **January 31st and February 1st, 2015 (Mike Burske)**

31
32 The background summary for this agenda item is on file in the Town Clerk's office. It states that
33 the Lady Lake Chamber of Commerce and the Parks and Recreation Department are once again
34 seeking permission to host an arts and crafts show at the Log Cabin/Veterans Park. TNT Events
35 Inc. will coordinate the planning for the event while paying a percentage of the proceeds to the
36 Chamber. Vendors will begin setting up on January 30th around 4 p.m. The crafts will be sold
37 on the January 31st and February 1st. There will be a security trailer on site for both evenings
38 sponsored by T.N.T Events. As always, Parks and Recreation and the Police Department will be
39 assisting with this event.

40
41 *Upon a motion by Commissioner Richards and seconded by Commissioner Holden, the*
42 *Commission approved Consent Items #G-1 through G-4 by a vote of 4 to 0, with the changes to*
43 *the minutes as noted.*

44
45 (H. – Item number missed on original agenda.)

- 46
47 **I. OLD BUSINESS:** No old business.
48
49 **J. NEW BUSINESS:**

1 **5. Consideration to Utilize Funds from the Sale of Surplus Property to Assist with the**
2 **Purchase of One Additional Unmarked Police Vehicle (Chris McKinstry)**
3

4 Police Chief Chris McKinstry gave the background summary for this agenda item (on file in the
5 Clerk's office). He stated that the current five year Police Department vehicle rotation plan
6 provides for the purchase of four police vehicles and one specialty vehicle each year to maintain
7 the police fleet in a state of operational readiness and to ensure that all vehicles are covered
8 under an extended warranty to manage repair costs more effectively. Chief McKinstry stated
9 that due to an unforeseen circumstance this fiscal year, the vehicle rotation replacement was
10 reduced to two fully equipped marked police vehicles at a cost of \$77,000. Subsequent to this
11 FY budget approval, a more pressing need to replace unmarked vehicles developed. He stated
12 that the cost to replace and fully equip two unmarked vehicles is substantially less than for
13 marked units at \$59,336, leaving an available remaining budgeted balance of \$17,664.
14

15 Chief McKinstry stated that on August 18, 2014, the Commission approved using Gideon
16 Auctioneers for the sale of surplus vehicles, and two auctions this fiscal year (October 13th and
17 December 9th) have yielded a \$14,530 return to the General Fund. He stated the price point for a
18 fully equipped, unmarked vehicle is \$30,016, and given that unmarked vehicles were purchased
19 this year instead of marked units, the budgeted \$17,664 is still available in the police budget for
20 use to maintain the vehicle rotation plan as closely as possible.
21

22 Chief McKinstry stated the Police Department still has a pressing need to replace eight year old
23 vehicles which are out of warranty. He requested to use proceeds from the last two auctions, not
24 to exceed a total of \$12,500, to enable the PD to purchase one additional marked vehicle to
25 replace a full-time detective's 2007 Impala this fiscal year. He stated this request is financially
26 neutral to the Police Department's approved budget.
27

28 *Upon a motion by Commissioner Holden and seconded by Commissioner Richards, the*
29 *Commission approved the Consideration to Utilize Funds from the Sale of Surplus Property to*
30 *Assist with the Purchase of One Additional Unmarked Police Vehicle, by a vote of 4 to 0.*
31

32 **K. TOWN ATTORNEY'S REPORT:**
33

34 **6. Ordinance No. 2014-11 – Second/Final Reading – A Request for Voluntary**
35 **Contraction (Deannexation) of the Town Boundary by Deannexing +/- 3.18 Acres of Real**
36 **Property – Generally Located South of Lake Griffin Road and East of Dulgar Road at 224**
37 **Moore Place (Thad Carroll)**
38

39 Derek Schroth, Town Attorney, read the ordinance by title only.
40

41 Growth Management Director Thad Carroll stated that the applicants, Richard and Christine
42 Stine, owners of property addressed as 224 Moore Place, have filed a request to voluntarily de-
43 annex their property from the Town of Lady Lake, which includes 3.18 ± acres of property, and
44 are present this evening if there are any questions. Mr. Carroll stated the Commission approved
45 the first reading of this ordinance on December 15, 2014, and staff has not received any
46 comments either in support or opposition of this ordinance since that time.
47

48 The background summary for this agenda item is on file in the Clerk's office, and is as follows:
49

1 The nearest Town residence on the south side via Lake Griffin Road is .66 miles away; the
2 nearest residence Lake Griffin Road on the north side is .44 miles, and from Lake Griffin Road
3 via Dulgar Road/Moore Place is .25 miles. The applicants have provided a letter of justification
4 dated November 20, 2014 outlining their reasons for the request to de-annex (see attached).
5

6 The Town annexed a portion of the subject property by Ordinance No. 84-18-(120) on December
7 3, 1984 and the remainder by Ordinance 90-28 on November 5, 1990. In 1990, the previous
8 owners of this property requested to be annexed in because one of the owners was in poor health
9 and was concerned about ambulance response. The property was sold to the Stine's in 2003 and
10 they had requested at that time that the property be de-annexed in 2004 because they were paying
11 Town taxes; however, receiving no Town services. The Town denied the request in 2004 in fear
12 that they would be setting precedent for subsequent deannexation requests; additionally, there
13 were plans to extend water and sewer service as this was expected to be an area of large growth
14 for the Town of Lady Lake. Another concern at the time they had made their prior request to de-
15 annex was that there would have to be a referendum vote to de-annex the property. It has since
16 been determined by Town Attorney Derek Schroth that no referendum vote is required as there is
17 only one person in the area instead of the 15% of qualified voters required to request that it go on
18 a referendum.
19

20 This property fails to meet the following criteria of Florida Statute 171.043 and is therefore
21 eligible for municipal contraction. Reasons as to how the property fails to meet the standard are
22 noted in bold text:
23

24 2) Part or all of the area to be annexed must be developed for urban purposes. An area
25 developed for urban purposes is defined as any area which meets any one of the following
26 standards:
27

28 (a) It has a total resident population equal to at least two persons for each acre of land included
29 within its boundaries. **The subject parcel has two residents and the property is 3.18 acres,**
30 **this density does not achieve two persons per acre.**
31

32 (b) It has a total resident population equal to at least one person for each acre of land included
33 within its boundaries and is subdivided into lots and tracts so that at least 60 percent of the total
34 number of lots and tracts are 1 acre or less in size. **The subject property and the adjacent**
35 **properties are equal, and in a majority of instances greater than, one acre in size.**
36

37 (c) It is so developed that at least 60 percent of the total number of lots and tracts in the area at
38 the time of annexation are used for urban purposes, and it is subdivided into lots and tracts so
39 that at least 60 percent of the total acreage, not counting the acreage used at the time of
40 annexation for nonresidential urban purposes, consists of lots and tracts 5 acres or less in size.
41 **In accordance with the definition below, the subject property and adjacent properties are**
42 **not used intensively to qualify under this definition.**
43

44 *F.S. 131.031 (10) "Urban purposes" means that land is used intensively for residential,*
45 *commercial, industrial, institutional, and governmental purposes, including any parcels of land*
46 *retained in their natural state or kept free of development as dedicated greenbelt areas.*
47

48 (3) In addition to the area developed for urban purposes, a municipal governing body may
49 include in the area to be annexed any area which does not meet the requirements of subsection
50 (2) if such area either:

(a) Lies between the municipal boundary and an area developed for urban purposes, so that the area developed for urban purposes is either not adjacent to the municipal boundary or cannot be served by the municipality without extending services or water or sewer lines through such sparsely developed area. **There are no municipal services of water and sewer lines to the east, unincorporated lands, of the property, nor are there areas developed for urban purposes anticipated to be developed.**

(b) Is adjacent, on at least 60 percent of its external boundary, to any combination of the municipal boundary and the boundary of an area or areas developed for urban purposes as defined in subsection (2). Urban purposes are not in existence along 60% of the external boundary. **There are no abutting adjacent properties to the subject property; currently, adjacency is only being met via a water body.**

Regarding services provided to the Stine property, water and sewer is not currently serving the property; should these utilities ever be extended along Lake Griffin Road the lines would not be within the 200 feet required by the Land Development Regulations to connect. Also, the Stine's are getting no police services from the Town as the Lady Lake officers do not patrol near their property. Additionally, code enforcement officers have been confused in the past, under the belief that the subject property was unincorporated. Upon evaluation of the aforementioned facts and circumstances, staff is in agreement with the applicants that the property exhibits characteristics that are consistent with unincorporated areas.

The Future Land Use and Zoning of the property and adjacent properties are as follows:

Future Land Use

Subject Property	Lady Lake – Rural High Density (1 dwelling unit per acre)
Future Land Use of Adjacent Properties	
West	Lady Lake – Single Family Low Density, up to 3 du/acre
East	Lake County – Urban Low
North	Lake County – Urban Low
South	Lake County – Urban Low

Zoning

Subject Property	Agriculture Residential AG-1
Zoning of Adjacent Properties	
West	Lady Lake – Residential 3 du/ac (RS-3)
East	Lake County – Rural Residential (R-1)
North	Lake County – Rural Residential (R-1)
South	Lake County – Rural Residential (R-1)

At the November 17, 2014 Town Commission meeting, after discussion, it was the consensus of the Commissioners that they would be in favor of this de-annexation. On November 26, 2014, Town Attorney Derek Schroth approved Ordinance No. 2014-11 as to form as prepared. The Technical Review Committee (TRC) reviewed the application for deannexation and Ordinance No. 2014-11 independently and no comments were received. It was determined that the application was complete and ready for transmittal to the Planning and Zoning Board. At the December 8, 2014 meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance No. 2014-11 to the Town Commission with the recommendation of approval. At the December 15,

1 2014 meeting, the Town Commission voted 5-0 to approve Ordinance No. 2014-11 upon First
2 Reading.

3
4 Mayor Kussard asked if there was any public comment on this ordinance, and hearing none,
5 asked for a motion.

6
7 *Upon a motion by Commissioner Hannan and seconded by Commissioner Richards, the*
8 *Commission approved Ordinance No. 2014-11 – Second/Final Reading – A Request for*
9 *Voluntary Contraction (Deannexation) of the Town Boundary by Deannexing +/- 3.18 Acres*
10 *of Real Property – Generally Located South of Lake Griffin Road and East of Dulgar Road at*
11 *224 Moore Place, by the following roll call vote:*

<i>HOLDEN</i>	<i>YES</i>
<i>HANNAN</i>	<i>YES</i>
<i>RICHARDS</i>	<i>YES</i>
<i>KUSSARD</i>	<i>YES</i>

12
13
14
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16
17
18 **L. TOWN MANAGER’S REPORT:**

19
20 Town Manager Kris Kollgaard reported that the I.T. Department switched over the e-mail server
21 and there has been a disruption in e-mail service, but the I.T. Director will be getting in touch
22 with the Commissioners to make sure they are up and running okay.

23
24 Ms. Kollgaard stated that Chief McKinstry received a letter from Governor Rick Scott. She read
25 the letter regarding his request that Florida leaders honor first responders and their families
26 during Florida First Responder Appreciation Week from January 5th – 9th, 2015 to let them know
27 how much they are valued for their service to the cities, counties and state. In the letter,
28 Governor Scott thanked the Chief and members of the Lady Lake Police Department for all they
29 do to keep the community safe.

30
31 **M. MAYOR/COMMISSIONER’S REPORT:**

32
33 Mayor Kussard reported that there will be a pro-police rally at Lake Sumter Landing on
34 Wednesday, January 21, 2015 at 1:00 p.m. She stated she hopes that everyone will attend to
35 support not only the Lady Lake Police Department, but the police and Sheriff’s Departments of
36 the surrounding communities.

37
38 **N. PUBLIC COMMENTS^{iv}:**

39
40 Mayor Kussard asked if anyone in the audience would like to speak on any item. There were no
41 comments.

42
43 **O. ADJOURN**

44
45 There being no further discussion, the meeting was adjourned at 6:11 p.m.

46
47
48
49

Kristen Kollgaard, Town Clerk

50

Ruth Kussard, Mayor

1 Minutes transcribed by Nancy Slaton, Deputy Town Clerk

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DRAFT



TOWN COMMISSION AGENDA ITEM

G-2

REQUESTED COMMISSION MEETING DATE:

February 2, 2015

SUBJECT: Commission for Florida Law Enforcement Accreditation, Law Enforcement Agreement

DEPARTMENT: POLICE

STAFF RECOMMENDED MOTION: Approval to sign the Commission for Florida Law Enforcement Accreditation, Law Enforcement Agreement

SUMMARY: As part the Police Department accreditation process, the Commission for Florida Accreditation requires a formal agreement to be signed in order to participate. That agreement has been provided for Town Commission review. The Police Department is requesting approval to sign the document in order to continue on with the process. All expenses required for this FY have already been budgeted and no further funding is required. Town Attorney Derek Schroth has reviewed this agreement.

FISCAL IMPACT: 0

- [] Capital Budget
[] Operating
[] Other

ATTACHMENTS: [] Ordinance [] Resolution [] Budget Resolution

[] Other

[X] Support Documents - Commission for Florida Law Enforcement Accreditation Agreement

DEPARTMENT HEAD Submitted: [Signature] Date: 01/21/2015

HR Approved as to Form: [Signature] Date: 1-20-15

FINANCE DEPARTMENT Approved as to Budget Requirements Date: 01/21/2015

TOWN MANAGER Approved Agenda Item for: 2/2/15 Date: 1/21/15

Reviewed [Signature]

COMMISSION ACTION:

- [] Approved as Recommended [] Disapproved [] Tabled Indefinitely
[] Continued to Date Certain [] Approved with Modification



COMMISSION FOR FLORIDA LAW ENFORCEMENT ACCREDITATION LAW ENFORCEMENT AGREEMENT

This Accreditation Agreement is entered into between the Lady Lake Police Department, with principal offices at 423 Fennell Blvd., Lady Lake, Florida 32159, hereafter referred to as the "Applicant," and the Commission for Florida Law Enforcement Accreditation, Inc., a Florida not-for-profit corporation, at P.O. Box 1489, Tallahassee, Florida, 32302, hereafter referred to as the "CFA."

The Applicant and the CFA, for and in consideration of the mutual covenants set forth in this Agreement and the compensation to be paid the CFA by the Applicant hereinafter specified, covenant and agree to be bound by the provisions, terms, and covenants contained herein.

WHEREFORE, each party covenants and agrees as follows:

1. PURPOSE OF THIS AGREEMENT

- 1.1. The purpose of this Agreement is to establish the relationships between, and set the responsibilities of, the parties to this Agreement (a) by assessing the Applicant's compliance with the standards established by the CFA in order for the CFA to determine if the Applicant is eligible for accredited status; and, (b) by maintaining compliance with those standards by which they were accredited until the agency is reaccredited.
- 1.2. As it relates to Reaccreditation, the purpose of this Agreement is to maintain the relationships between, and set the continued responsibilities of the parties to this Agreement by the CFA's assessing the Applicant's continuing compliance with applicable standards established by the CFA.
- 1.3. The Applicant is responsible for complying with all terms and conditions of this Agreement during the accreditation process.

2. APPLICANT RESPONSIBILITIES

The Applicant agrees to:

- 2.1. Provide all information, using its best and honest judgment in good faith, requested by the CFA.
- 2.2. Provide all documents, files, records, and other data as required by the CFA unless prohibited by law.
- 2.3. Conduct a self-assessment as to the degree of compliance with standards that pertain to agency functions and provide full and accurate results thereof to the CFA.
- 2.4. Provide one or more persons to assist the CFA's representatives, hereafter referred to as the "Assessors," in making the necessary inquiries and assessments of agency information relative to compliance with the standards, provide access to files and records, and provide necessary facilities that are requested by the Assessors.
- 2.5. In order to be considered for accreditation or reaccreditation, the Applicant must send an agency representative to appear for review before the CFA at the next general meeting following the Applicant's onsite assessment. If an agency representative cannot attend the scheduled meeting, the Applicant may request a continuance of the review to the next scheduled general meeting. If a continuance is granted by the Commission, the Applicant shall appear at the next scheduled meeting. At that meeting:
 - If the Applicant is seeking initial accreditation, the effective date of accreditation (if awarded) will be the date the Applicant's representative appears before the CFA at a scheduled general meeting.
 - If the Applicant is seeking reaccreditation, the effective date of reaccreditation (if awarded) will be the date of the next general meeting following the Applicant's onsite assessment.

Any questions regarding this procedure should be brought to the attention of the Applicant's program manager as soon as practicable.

- 2.6. An applicant agency seeking accreditation by comparative compliance must notify the CFA if the applicant is accredited with conditions or if there are any changes to the applicant's status with regards to the comparative compliance program. The comparative compliance accreditation/reaccreditation program will be administered according to the Comparative Program Policy.

3. CFA'S RESPONSIBILITIES

The CFA agrees to:

- 3.1. Provide necessary documentation, forms and instructions regarding the accreditation process.
- 3.2. Develop and maintain specific requirements and prescribed standards for accreditation. The applicable standards are posted on the CFA website www.flaccreditation.org.
- 3.3. Provide Assessors for the purpose of conducting formal assessments as to the Applicant's compliance with standards.
- 3.4. Promptly analyze all compliance data and advise the Applicant of (a) any need for additional information, or (b) the results of the formal assessment.
- 3.5. Assess all compliance data against the standards and certify the Applicant as accredited if the relevant standards are met and compliance is accepted by the CFA.
- 3.6. If the Applicant is accredited, provide a framed certificate.
- 3.7. Following an examination of compliance with the applicable standards, if the Applicant is not accredited by the CFA, the Applicant will be notified with the reasons for such determination in writing within 30 days.

4. TIME PERIOD COVERED BY THIS AGREEMENT

- 4.1. This Agreement shall take effect when the Applicant's Chief Executive Officer or authorized representative and the CFA's authorized representative sign the Agreement.
- 4.2. The terms and covenants of this Agreement shall terminate :
 - 4.2.1. If the Applicant fails to achieve accreditation within 24 months of signing this agreement; or except as provided in Section 4.3; or
 - 4.2.2. Upon written notice by the Applicant that the Applicant intends to withdraw from the accreditation process; or
 - 4.2.3. Upon termination pursuant to Section 5.2 hereof; or
 - 4.2.4. Upon notification pursuant to Section 12, that the Applicant cannot maintain compliance with standards set forth by the CFA; or
 - 4.2.5. Upon failure of the Applicant to pay all fees and costs required by this Agreement; or
 - 4.2.6. Upon expiration or revocation of the Applicant's accredited status.
- 4.3. The Applicant may submit a written request to the CFA to extend the time requirements of this Agreement in order to comply with the relevant standards for accreditation. The CFA, in its discretion, may grant an extension in accordance with the Agreement Extension Policy.

5. MODIFICATIONS

- 5.1. Applicant shall not make any modifications to this Agreement except in writing, signed by both parties, and executed with the same formalities as this document.
- 5.2. The Applicant recognizes and acknowledges that it may be necessary for the CFA to make reasonable modifications and amendments to the Agreement and other related documents, including but not limited to the accreditation standards and procedures related thereto and hereby agrees to endorse and agree to all such modifications and amendments. Applicant shall be notified of such modifications

and/or amendments in writing. In the event the Applicant refuses to comply with any modifications or amendments, the CFA reserves the right to terminate this Agreement by giving notice to Applicant by registered or certified mail, return receipt requested, within twenty (20) days, of such refusal.

6. TIME AND MANNER OF PAYMENT

6.1. Payment of fees for agencies pursuing initial full compliance accreditation shall be based upon the fee structure below and must be paid prior to the formal assessment. The fee structure is based on the number of authorized, sworn law enforcement positions within the agency at the time this Agreement is executed:

<u>NUMBER</u>	<u>FEE</u>
1-9	Donation
10-24	\$450.00
25-99	900.00
100-299	1,800.00
300-499	3,000.00
500+	3,900.00

6.2. The Applicant shall be responsible for Assessor costs, including travel, lodging, and per diem paid in accordance with Applicant's travel policy. The Applicant shall not be responsible for any overtime or other salary costs associated with Assessors performing duties in connection with this Agreement.

6.3. Applicants pursuing comparative compliance accreditation, (for example those applicants currently accredited as Advanced Law Enforcement with the Commission on Accreditation for Law Enforcement Agencies (CALEA)) shall be required to pay a fee to the CFA in accordance with the fee structure below. This fee structure is based on the number of authorized, sworn law enforcement positions at the time within the Applicant agency this agreement is executed:

<u>NUMBER</u>	<u>FEE</u>
1-9	Donation
10-24	\$300.00
25-99	600.00
100-299	1,200.00
300-499	1,800.00
500+	2,400.00

- 6.4. The Applicant agrees to use the CFA approved accreditation tracking software. Access will be granted by the CFA with the understanding that the Applicant shall pay an annual user's fee of \$300.
- 6.5. The Applicant agrees that any and all fees submitted will be forfeited if the Applicant does not become accredited within two (2) years or withdraws from the process before the completion unless an extension is granted pursuant to Section 4.3 above.
- 6.6. After the initial accreditation is awarded, the Applicant will be billed annually for one-third of their reaccreditation fees. The reaccreditation fee, which is not refundable, shall be based upon the fee structure in Section 6.1 for full compliance agencies and Section 6.3 for comparative compliance agencies. The annual payment does not include formal assessment costs, which will be paid in accordance with Section 6.2 of this Agreement.

7. THE CFA AS AN INDEPENDENT CONTRACTOR

In all matters pertaining to this Agreement, the CFA is acting as an independent contractor, and neither the CFA nor any officer, employee, or agent of the CFA will be deemed an employee of the Applicant. The selection and designation of the personnel of the CFA as it relates to performance of its responsibilities under this Agreement shall be made by the CFA.

8. WARRANTY NOT INTENDED OR IMPLIED

- 8.1. It is understood that the CFA's award of accreditation does not constitute a warranty, expressed or implied, of total or continued compliance by the Applicant with all applicable standards of accreditation and further, that it is not a substitute for the Applicant's ongoing and in depth monitoring and evaluation of its activities and the quality of its services.
- 8.2. The CFA makes no representations or warranties, expressed or implied, of the benefit of any person or entity with regard to aspect of the standards contained herein.

9. INTEGRATION

This instrument embodies the whole Agreement of the parties. The parties warrant that there are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

10. SEVERABILITY

If any provision of this Agreement or the application of such provision to any person or circumstance shall be held invalid, the remainder of this Agreement and the application of such provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby. The terms and conditions of this Agreement shall be binding on the Applicant for the entire accreditation period.

11. CHOICE OF LAW

This Agreement and the rights of the parties hereunder shall be governed by and interpreted in accordance with Florida law.

12. MAINTAINING THE APPLICANT'S ACCREDITED STATUS

- 12.1. Upon an award by the CFA of accreditation or reaccreditation, the Applicant agrees to remain in compliance with the Standards Edition under which accreditation or reaccreditation was awarded. New or amended standards are effective upon approval by the CFA; however, accredited agencies have one year to achieve compliance with new or revised standards. The Applicant must demonstrate compliance with new and amended standards at its next formal assessment following the approval date of such standards.
- 12.2. After an award of accreditation, the Applicant is required to
 - 12.2.1 file a brief annual report that certifies continuing standards compliance on a form provided by the CFA and
 - 12.2.2 promptly notify the CFA if circumstances exist that threaten noncompliance with standards under which the Agency was accredited.
- 12.3. If the CFA determines that reasonable grounds exist to believe an agency is not in compliance with the standards under which accreditation was awarded, the CFA may require an immediate assessment at any time during the Applicant's accreditation period at the expense of the Applicant. If the assessment demonstrates that the Applicant is not in compliance with the standards under which it was accredited, the CFA may take action regarding the Agency's accredited status as the CFA deems appropriate, up to and including revocation of accreditation.

13. WAIVER

Any waiver by the CFA of any breach of this Agreement by the Applicant shall relate only to that particular breach and shall not amount to a general waiver.

14. NOTICE

Any notice between the parties shall be in writing to the addresses as specified in the preamble to the Agreement or to such other address as either party may specify in writing in accordance with this section.

15. HEADINGS

The headings to this Agreement shall not be deemed part of it and shall not in any way affect its construction.

16. CONSENT TO BE BOUND

- 16.1. The Applicant's Chief Executive Officer or designee has read and agrees to be bound by the Standards set forth by the CFA.
- 16.2. All disputes arising under this Accreditation Agreement pertaining to the enforcement, execution, or any other actions, relative to this Agreement or any other standard, rule, or regulation of the CFA pertaining to the accreditation process and the maintenance of accreditation thereafter that cannot be resolved informally between the CFA and Applicant shall be resolved through voluntary binding arbitration pursuant to the Commercial Arbitration Rules of the American Arbitration Association. Both parties agree that the location of the proceedings will be determined by the party not instituting the request for binding arbitration.
- 16.3. The person signing on behalf of the Applicant hereby represents and warrants that he/she has the power and the authority to execute this Agreement and to bind the Applicant to all terms and conditions set herein including, but not limited to, the provisions of this Section 16.

IN WITNESS WHEREOF, the Applicant has caused this Agreement to be executed on this ____ day of _____, _____.

Signature of Chief Executive Officer

Signature of other civil authority (if required)

Printed Name

Printed Name

Title of Chief Executive Officer

Title of other civil authority

IN WITNESS WHEREOF, the CFA has caused this Agreement to be executed by its Executive Director, Lori Mizell, on this ____ day of _____, _____.

Signature of Lori Mizell
Executive Director
Commission for Florida Law Enforcement Accreditation, Inc.



TOWN COMMISSION AGENDA ITEM

REQUESTED COMMISSION MEETING DATE: February 2, 2015

SUBJECT: Consideration to Host the Annual Lady Lake Easter Egg Hunt at the Junior Field at the Guava Street Athletic Complex on March 28, 2015

DEPARTMENT: Parks and Recreation

STAFF RECOMMENDED MOTION: Approval to Host the Annual Lady Lake Easter Egg Hunt at the Junior Field at the Guava Street Athletic Complex on March 28, 2015

SUMMARY: Last year, the Lady Lake Easter Egg Hunt Volunteers counted over 2,700 people attending the event. The Parks and Recreation Director will be proposing to host this event at the Junior Baseball Field at the Guava Street Athletic Complex. The size of the field and the available parking will assist us in handling a crowd of this size. As in years past, we have many different groups and organizations that assist the Town with this event. Many Chamber members, businesses and churches donate their time, labor and signs for the event. Last year, we had over 30 different groups who supported this event and gave those in our area the ability to have a controlled Easter Egg Hunt. The egg hunt goes for the duration of the event and allows children of similar ages to hunt at the same time. The number of children is also controlled to make sure every child is able to get several eggs.

Some of the groups who assisted last year were the Lady Lake Library, Chamber of Commerce, Girls Scouts, Relay for Life, Steeple People, Life Family Practice, United Southern Bank, Lady Lake Area Rotary Club, First Baptist Church of Lady Lake, Crossroads Community Church, Sonic Drive Thru, Chic-Fil-A, Z88 Radio, Recreation Plantation, and the Historical Society. As with any event, the groups and games will change from year to year. As in years past, we have had bounce houses donated for the children and expect the donation once again this year. The businesses who donate their time and efforts are able to advertise who they are and hand out coupons or literature to help support their organization. This is also the practice for the Halloween Party.

To assist with marketing, this event will appear on many websites for different organizations. This gives us great exposure while not having to pay to advertise. We have many different churches and organizations that volunteer to run the egg hunt and the front gate. This gives us the ability to staff the event without utilizing paid staff. Including those running games, we have around 100 people volunteer for this event and assist in the coordination.

This year, we will have the Lady Lake Kiwanis Club as our major sponsor. The Kiwanis will invest \$1,800.00 in Easter Eggs and will also work to staff the event. In return they will want to be able to advertise that they are partnering with the Town for the egg hunt. Please see the attached e-mail as the requests are written in it. The Parks and Recreation Department believes the requests are valid and are happy to have the new partnership. The Heritage Community Church is no longer part of the egg hunt and no longer sponsors the event.

2/2

FISCAL IMPACT: Will budget up to \$1,000.00 for this event depending on donated items. Will be funded by line item 001-7201-572.48-00 for promotional activities and use 001-7201-572.14-00 for overtime. Overtime is estimated at \$500.00. I have a budget of \$700.00 for new banners for the event. Will still rely on the smaller donated banners for some areas of Town.

Capital Budget
 Operating
 Other

ATTACHMENTS: Ordinance Resolution Budget Resolution

Other

Support Documents

DEPARTMENT HEAD <i>MOB</i>	Submitted <i>01/26/15</i>	Date <i>02/02/15</i>
HR <i>[Signature]</i>	Approved as to Form <i>1-26-15</i>	Date <i>Feb 2-2-15</i>
FINANCE DEPARTMENT <i>grm</i>	Approved as to Budget Requirements	Date <i>1/26/15</i>
TOWN MANAGER <i>[Signature]</i>	Approved Agenda Item for: <i>2/2/15</i>	Date <i>2/26/15</i>

COMMISSION ACTION:

Approved as Recommended Disapproved Tabled Indefinitely
 Continued to Date Certain Approved with Modification

New mail

Search mail and people

INBOX

CONVERSATIONS BY DATE

<<

All Unread To me Flagged

Favorites

Inbox 958

Sent Items

Deleted Items 95

Mike Burske

Inbox 958

Drafts [217]

Sent Items

Deleted Items 95

Junk Email [297]

Notes

RSS Feeds

Branding the Kiwanis Club of Lady Lake



Mike Burske

Mon 11/10/2014 1:20 PM

Let me check, I thought I sent that through to you a week...

REPLY REPLY ALL FORWARD



tinsleycv@aol.com

Mon 11/10/2014 12:45 PM

Mark as unread

To: Mike Burske;

You replied on 11/10/2014 1:19 PM.

Hi Mike,

My board meeting takes place in 3 days. Do you have answers from Kris yet?

~Cleve

-----Original Message-----

From: Mike Burske <mburske@ladylake.org>

To: Cleve Tinsley <tinsleycv@aol.com>

Sent: Thu, Oct 23, 2014 1:33 pm

Subject: RE: Branding the Kiwanis Club of Lady Lake

I know that we can make that happen..Mike

-----Original Message-----

From: Cleve Tinsley [mailto:tinsleycv@aol.com]

Sent: Thu 10/23/2014 1:31 PM

To: Mike Burske

Subject: Re: Branding the Kiwanis Club of Lady Lake

Thanks, Mike. Hopefully, you and Kris can get together prior to my next board meeting on November 13th.

~Cleve

> On Oct 23, 2014, at 1:04 PM, Mike Burske <mburske@ladylake.org> wrote:

> Cleve, that is awesome about the Easter Egg Hunt. I am going to meet with the Town Manager on the other items. I will get back with you soon to give you the details..Mike

> -----Original Message-----

> From: tinsleycv@aol.com [mailto:tinsleycv@aol.com]

> Sent: Thu 10/23/2014 1:01 PM

> To: Mike Burske

> Subject: Branding the Kiwanis Club of Lady Lake

> Mike,

> Bud Brown brought it to my attention that you asked whether Kiwanis would be interested in taking overall responsibility for running the Easter Egg Hunt. The short answer is yes, we are willing to do that in addition to paying for the eggs (the last donation was \$1300.00). My only question is, will we be allowed to prominently advertise that the event is sponsored

Nancy Slaton

From: Mike Burske
Sent: Monday, January 26, 2015 9:52 AM
To: Nancy Slaton
Subject: Fw: Branding the Kiwanis Club of Lady Lake

From: tinsleycv@aol.com <tinsleycv@aol.com>
Sent: Monday, November 10, 2014 12:45 PM
To: Mike Burske
Subject: Re: Branding the Kiwanis Club of Lady Lake

Hi Mike,

My board meeting takes place in 3 days. Do you have answers from Kris yet?

~Cleve

-----Original Message-----

From: Mike Burske <mburske@ladylake.org>
To: Cleve Tinsley <tinsleycv@aol.com>
Sent: Thu, Oct 23, 2014 1:33 pm
Subject: RE: Branding the Kiwanis Club of Lady Lake

I know that we can make that happen..Mike

-----Original Message-----

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To: Mike Burske
Subject: Re: Branding the Kiwanis Club of Lady Lake

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>

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>

>

> -----Original Message-----

> **From:** tinsleycv@aol.com [<mailto:tinsleycv@aol.com>]
> **Sent:** Thu 10/23/2014 1:01 PM
> **To:** Mike Burske
> **Subject:** Branding the Kiwanis Club of Lady Lake

>

>
> Mike,
>
> Bud Brown brought it to my attention that you asked whether Kiwanis would be interested in taking overall responsibility for running the Easter Egg Hunt. The short answer is yes, we are willing to do that in addition to paying for the eggs (the last donation was \$1300.00). My only question is, will we be allowed to prominently advertise that the event is sponsored by the Kiwanis Club of Lady Lake? We would like to have branding rights if that is within the rules.
>
> Secondly, once the caboose is repainted and we replace our logo on the street side, we would like to commission the wording, "KIWANIS CLUB OF LADY LAKE" above the logo and "www.ladylakekiwanis.org" beneath the logo. Is that acceptable?
>
> Finally, I would like to revisit our proposal to place our brand welcoming travelers to Lady Lake at each end of the town limits on SR 27/441. I know that road construction is scheduled for some time in the future; however, we would be willing to remove the signs at that time and replace them post-construction. I would appreciate your thoughts on the issue.
>
> Thanks for your time and consideration.
>
> ~Cleve
>
>
>



G-4

SPECIAL TOWN COMMISSION AGENDA ITEM

REQUESTED COMMISSION MEETING DATE : February 2, 2015

SUBJECT: Interlocal Agreement between Lake County and the Town regarding the E9-1-1 System

DEPARTMENT: Town Manager

STAFF RECOMMENDED MOTION: Approval of the Interlocal Agreement between Lake County and the Town regarding the E9-1-1 System

SUMMARY:

An internal audit of the E-911 services was conducted by the Lake County Clerk of the Circuit Court, Division of Inspector General. During this audit it was recommended to Lake County that they update their interlocal agreements with the municipalities.

The interlocal agreement has been reviewed and approved by the Town Attorney

FISCAL IMPACT: N/A

- Capital Budget
- Operating
- Other

ATTACHMENTS: Ordinance Resolution Budget Resolution
 Other
 Support Documents

DEPARTMENT HEAD		Submitted	11/27/15	Date
HR		Approved as to Form		Date
FINANCE DEPARTMENT		Approved as to Budget Requirements		Date
TOWN MANAGER		Approved Agenda Item for:	2/2/15	Date 11/27/15

COMMISSION ACTION:

- Approved as Recommended
- Disapproved
- Tabled Indefinitely
- Continued to Date Certain
- Approved with Modification

INTERLOCAL AGREEMENT
BETWEEN
LAKE COUNTY, FLORIDA AND
THE TOWN OF LADY LAKE
REGARDING E9-1-1 SYSTEM

THIS INTERLOCAL AGREEMENT is by and between Lake County, Florida, a political subdivision of the State of Florida, hereinafter the "County," and the Town of Lady Lake, a municipal corporation organized under the laws of the State of Florida, hereinafter the "Town," regarding the NG9-1-1 System.

WHEREAS, in 1989, the County submitted to the State of Florida its E9-1-1 Communications Plan; and

WHEREAS, the County is desirous of updating its E9-1-1 Communications Plan; and

WHEREAS, in order to update its E9-1-1 Communications Plan, the County must update its interlocal agreements with the municipalities within the geographic boundaries of Lake County; and

WHEREAS, the County and the Town desire to enter into this Interlocal agreement to update their respective responsibilities relating to the E9-1-1 System.

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, premises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

Section 1. PURPOSE. The purpose of this document is to serve as a framework within which both parties may jointly coordinate and utilize the resources of the County's E9-1-1 System in a responsible manner, for the benefit of the citizens of the Town of Lake Lake.

Section 2. COUNTY RESPONSIBILITIES.

A. The County shall update its E9-1-1 Communications Plan and file such updated plan with the State of Florida. The updated plan shall show that all emergency calls within the geographic limits of the Town shall automatically be routed to the answering position in the Lake County Sheriff PSAP.

B. The County shall update and maintain a database and other computer software as necessary to operate the E9-1-1 system.

Section 3. TOWN RESPONSIBILITIES.

A. The Town shall abide by and follow all operating procedures adopted by the County and all rules and regulations adopted by the State of Florida for operation of the E-9-1-1 system.

B. The Town shall update and maintain its addressing policies so that the policies are compatible with the E9-1-1 software and continue to give the County all information pertinent to database institution and maintenance including but not limited to street closings, comprehensive address grid, new streets and annexations.

C. The Town shall notify the County at least 120 days in advance of any proposed change of routing of Town's emergency calls unless such change is caused by an emergency. In the event of an emergency, the Town shall notify the County of such changes as soon as reasonable practicable.

Section 4. COSTS.

A. All costs of installation and maintenance of County-owned PSAP equipment and telephone lines shall be paid by the County, excluding personnel necessary to operate the PSAP, to the extent that the recurring fee on telephone services is sufficient to pay for such installation, maintenance and operation. Should such fee prove to be insufficient, or should the State of Florida remove such fee as an allowed revenue source, this Interlocal Agreement may be terminated by either party upon 120 days' notice to the other.

B. The Town shall be responsible for any costs of the change of routing of Town's emergency calls to the extent that such costs are not allowed to be reimbursed to the County from the recurring fee on telephone services.

Section 5. GENERAL PROVISIONS.

A. All equipment and materials provided to the Town by the County shall remain the property the County. While the County's equipment and materials remains in the possession of the Town, the Town shall ensure that all County property identification tags remain secure and in-place. The Town shall not relocate or modify any equipment without the County's prior written approval. Should this Interlocal Agreement be terminated, the Town shall return to the County all equipment and materials provided hereunder within thirty (30) days of the effective date of the termination.

B. Neither the County nor the Town shall assign or transfer their interest in this Interlocal Agreement without the prior written consent of the other.

C. Any amendments, alterations, deletions, or waivers of any provision of this Interlocal Agreement shall only be valid when reduced to writing and executed with the same formalities.

D. This Interlocal Agreement embodies the whole understanding between the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Interlocal Agreement shall supersede all previous communications, representations or agreements, whether verbal or written, between the parties.

E. Upon final execution, this Agreement shall replace the previous agreement entitled "Agreement – Non-PSAP" executed by the parties on or about 1988.

F. Either party may terminate this Interlocal Agreement without cause upon giving thirty (30) days written notice to the non-terminating party.

G. Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail, and addressed as follows:

COUNTY
Public Safety 9-1-1 Coordinator
315 West Main Street
P.O. Box 7800
Tavares, FL 32778-7800

TOWN
Town Manager
409 Fennell Boulevard
Lady Lake, FL 32159-3159

{Remainder of page left intentionally blank.}

Interlocal Agreement between Lake County, Florida and the Town of Lady Lake regarding the E911 System

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: County, through its Board of County Commissioners, signing by and through its Chairman on the _____ day of _____, 2015 and by the Town of Lady Lake, through its duly authorized representative.

TOWN OF LADY LAKE

ATTEST:

Town Clerk

Print Name: _____
Title: _____

This _____ day of _____, 2015.

Approved as to form and legality:

Town Attorney

Interlocal Agreement between Lake County, Florida and the Town of Lady Lake regarding the E911 System

COUNTY

ATTEST:

LAKE COUNTY, through its
BOARD OF COUNTY
COMMISSIONERS

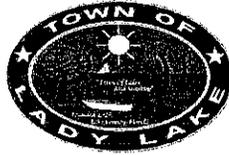
Neil Kelly, Clerk of the Board
of County Commissioners
of Lake County, Florida

Jimmy Conner
Chairman

This ____ day of _____, 2015.

Approved as to form and legality:

Sanford Minkoff, County Attorney



1-5

TOWN COMMISSION AGENDA ITEM

REQUESTED COMMISSION MEETING DATE: February 2, 2015

SUBJECT: Consideration to Add a Part Time Position at the Lady Lake Library

DEPARTMENT: Library

STAFF RECOMMENDED MOTION:

- 1. Approval of part time (20 hours per week) Library Assistant for The Lady Lake Library.
2. Approval of the Job Description for Library Assistant

SUMMARY: At the current time, the Lady Lake Library has seven (7) full time employees. The library would like to add one part time employee to provide for an increase in programming for youth and adult as well as serve our patrons in a more timely manner.

The library has expanded its programming schedule to include more and varied programs for youth and adults and would like to add more new programs. A part time position would enable us to move toward our goal of creating quality programs for our citizens.

FISCAL IMPACT: None due to current position being at a lesser pay scale enabling no increase.

- [] Capital Budget
[] Operating
[] Other

ATTACHMENTS: [] Ordinance [] Resolution [] Budget Resolution

[] Other [X] Support Documents -Justification, Job Description, and Program Attendance

DEPARTMENT HEAD Submitted [Signature] Date 1/15/14
HR Approved as to Form [Signature] Date 1-20-15
FINANCE DEPARTMENT Approved as to Budget Requirements Date
TOWN MANAGER [Signature] Approved Agenda Item for: 2-2-15 Date 1-20-15

COMMISSION ACTION:

- [] Approved as Recommended [] Disapproved [] Tabled Indefinitely
[] Continued to Date Certain [] Approved with Modification

JUSTIFICATIONS FOR INCREASED STAFFING LEVELS

LADY LAKE PUBLIC LIBRARY FY 2015-2016

When the Lady Lake Library opened its new facility in 2011 the space was increased from 7,000 square feet to 42,000 square feet for a total of 49,000 square feet. A large increase in capacity that was needed for the town library as the area continues to grow and population increases. The staff level for the "old" library had been seven (7) full time employees. The staff level did not increase with the opening of the new library and remains the same at seven full time employees.

The new Lady Lake Library had its grand opening on May 19, 2011. From June 2011 to June 2014 there has been a 75% increase in patron attendance at the library. This 75% increase translates to more patrons using our library facilities for borrowing materials, public computer usage and program attendance.

The time has come for the library to expand its services and programming for the future. With that being said it will be obvious that the library will need more staff to accomplish our goals. We cannot move forward with our plans without staff to complete them. Schools are not meeting the needs of all of our students. So much emphasis is put on standardized testing there is little time for enrichment. This is where the library could pick up the slack. We would like to see the library become a true community meeting place where youth and adults could take classes and attend programs. We can no longer be just a book depository. Libraries have to evolve with changing times and the current trend is to become a "Maker Space" and a technology lab. Some of our specific plans include classes using our Snap Circuit and K'nex kits as well as our 3D printer. These basic programs will lead the way for programming classes. But the library doesn't have to be all about technology. A Maker Space can include areas for art, cooking, video and music production and photography as well as many different crafts. We will need qualified and enthusiastic staff to create our vision.

Volunteers are wonderful and we have many here at the Lady Lake Library. But as we know often volunteers are not able to give the amount of time that is needed for planned programs. While volunteers can be just as dedicated there is a difference in perspective for them between a volunteer and a paid position.

As time moves on so does The Lady Lake Library. The library could become the heart and soul of the community. A true meeting place for all that it has to offer, books, computers, programs and classes, something for everyone.

safety/security

10/16/14

Justifications for increasing staff levels at the Lady Lake Library:

Current staff level: Seven (7) full time employees

Planned increase of staff level: One (1) part-time, 20 hour a week employee at \$10.92 per hour for salary of \$11,356.80 per year

The former Youth Coordinator: \$20.18 per hour

Current Youth Coordinator: \$13.96 per hour, new employee in the position starting at the base salary.

Difference of \$6.22 per hour or \$12,937.60 per year

The Lady Lake Library is a vital and busy 42,000 square foot library with an Adult Library and Youth Library located in the older part of the building connected to the Adult Library via a hallway.

During the course of the each month there is an average of 12,500 patrons who use the library and according to our statistics we see an increase each month.

Our programming for youth and adults has increased with plans to add afterschool and homeschool programs for youth as well as additional programming for families and adults. We are in the process of planning technology classes as well as a "Maker Space". The "Maker Space" will have hands on classes and training using our 3D printer, Snap Circuit Kits and Kinects kits. This space will also be used for classes and active learning to include art classes in many different mediums, team work classes using Minecraft, science experiments and creative writing and book binding.

Adding a part-time staff member would enable us to move forward with our plans for all of these wonderful programs. We would also be able to assist all of our patrons in a timely manner with circulation as well as computer help and assistance on their mobile devices. Libraries are evolving and changing and we must also adapt with the times. With the help of a new part-time position we will be able to do just that.

LADY LAKE LIBRARY
PROGRAMMING GROWTH 2011-2014

2011

Adult programs – 77

Attendees – 307

Youth Programs -91

Attendees – 6,439

2013

Adult programs - 157

Attendees – 1,383

Youth programs - 173

Attendees – 9,758

2012

Adult programs – 149

Attendees – 477

Youth programs – 206

Attendees – 8,284

2014

Adult programs - 271

Attendees – 1,182

Youth programs - 119

Attendees – 9,316

Between 2011 (when the new library building opened) and the present (November 2014), there have been the following increases in programming and attendance:

Adult programming – 271% increase

Adult attendance – 285% increase

Youth programming – 30% increase

Youth attendance – 45% increase

**TOWN OF LADY LAKE
JOB DESCRIPTION**

JOB TITLE: LIBRARY ASSISTANT

PAY GRADE: 313 HC0/01

DEPARTMENT: LIBRARY

CLASSIFICATION: NON-EXEMPT

STATUS: PART TIME

DIRECT REPORT: DIRECTOR OF LIBRARY

GENERAL DESCRIPTION:

Under the direction of the Library Director, performs paraprofessional library work relating to circulation and programming services for youth.

ESSENTIAL JOB FUNCTIONS:

1. Maintains the operation of the circulation desk according to established procedures. Provides circulation services to the public. Works in conjunction with other circulation and programming assistants.
2. Performs all circulation duties related to circulation desk operations including check-ins, check outs, renewals, holds requests, recording of fines and fees, registration of patrons, shelving and shelf reading.
3. Provides reader advisory, computer assistance and reference assistance to patrons.
4. Keeps circulation area clean and replenishes desk supplies when needed.
5. Answers incoming phone calls and assists with inquiries or forwards to appropriate staff as needed.
6. Maintains circulation desk statistics and forwards stats to Library Director on a monthly basis.
7. The creation and performance of programming for youth and teens.
8. Cash handling.
9. Assists with other library duties and special projects from the director as needed.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to perform tasks accurately according to established guidelines.
- Experience working with children in a library setting including programming.
- Knowledge of library computer systems and current technology trends.
- Ability to establish and maintain effective relationships with staff, volunteers, and library patrons in person and over the telephone.
- Ability to work without close supervision and to exercise good judgment in performing library duties.

EDUCATION AND EXPERIENCE:

- High School Diploma or General Education Degree (GED) equivalency
 - Completion of two years of college with courses in Library Science
- OR**
- Two years' experience in responsible setting preferably in a library or similar setting.
 - Two years' experience working with children and teens.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- N/A

ESSENTIAL PHYSICAL SKILLS:

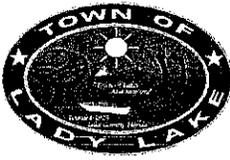
- ~~Able to type accurately.~~
- Ability to ~~move push book carts weighing~~ at least 25 pounds.
- ~~Light lifting and carrying of books~~ Ability to lift (up to 15 pounds).
- Ability to communicate ~~with individuals in person and telephonically~~ using verbal, visual and hearing skills.
- ~~Ability to shelve and retrieve books from library shelves.~~
- Ability to perform story time and other youth programming: ~~dancing, singing and other physical movements associated with storytime.~~

ENVIRONMENTAL CONDITIONS:

- Indoors in a library.

[Reasonable accommodations will be made for otherwise qualified individuals with a disability.]

Supersedes all job descriptions prior to: N/A
 Revised: Created October 2005
 Approved by Commission: October 20, 2005



TOWN COMMISSION AGENDA ITEM

1-6

REQUESTED COMMISSION MEETING DATE:

February 2, 2015

SUBJECT: Scam-Jam Shred-A-Thon

DEPARTMENT: POLICE

STAFF RECOMMENDED MOTION: Approval to host the Third Annual Scam Jam Shred-A-Thon on Saturday, March 14, 2015

SUMMARY: The Lady Lake Police Department (LLPD) is requesting to host the Third Annual Scam Jam Shred-A-Thon on Saturday, March 14, 2015 from 10:00 am until 2:00 pm at the north front parking area of Target. This program is designed to increase public awareness with regard to current trends in criminal scams affecting our community and identify those responsible. Additionally, our agency will have educational information available to help citizens protect their identity and personal financial information from being compromised. Residents will be able to bring documents to be destroyed to this event and two (2) shred trucks are being made available courtesy of Citizens First Bank. Community partners confirmed for this event thus far include: Citizens First Bank, Target, Seniors vs. Crime and our local Sheriff's Offices.

FISCAL IMPACT: -0-

- [] Capital Budget
[] Operating
[] Other

ATTACHMENTS: [] Ordinance [] Resolution [] Budget Resolution

[] Other

[X] Support Documents - Law Enforcement Ride-Along Program Application
Ride-Along Program Acknowledgment and Release

DEPARTMENT HEAD Submitted Date 01/20/2015

HR Approved as to Form Date 1-20-15

FINANCE DEPARTMENT Approved as to Budget Requirements Date 01-20-15

TOWN MANAGER Approved Agenda Item for: 2-2-15 Date 1-21-15

COMMISSION ACTION:

- [] Approved as Recommended [] Disapproved [] Tabled Indefinitely
[] Continued to Date Certain [] Approved with Modification

Reviewed (handwritten signature)

Help protect yourself from **IDENTITY THEFT** and
join regional law enforcement for the.....

THIRD ANNUAL SCAM JAM / SHRED-A-THON

Saturday, March 14, 2015
From 10:00 am until 2:00 pm
TARGET parking lot, 716 North US 27/441

hosted by



**The Lady Lake Police
Department**



in partnership with



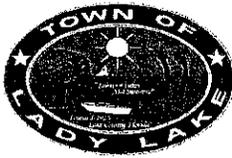
Pam Bondi Attorney General

Seniors vs Crime

A Special Project of the Florida Attorney General



Bring your documents containing personal information and we will shred them for **FREE**; three (3) box/bag maximum. Local law enforcement will share educational information regarding identity theft, current scams, and wanted persons.



TOWN COMMISSION AGENDA ITEM

1-7

REQUESTED COMMISSION MEETING DATE:

February 2, 2015

SUBJECT: Law Enforcement Ride-Along Program

DEPARTMENT: POLICE

STAFF RECOMMENDED MOTION: Approval to implement a Ride-Along Program for Law Enforcement Recruits and prospective applicants.

SUMMARY: Many law enforcement agencies in the Central Florida area offer the opportunity for Law Enforcement Academy Recruits to job shadow a Police Officer/Deputy Sheriff during the performance of his/her shift duties. This experience is considered by the majority of recruits to be the highlight of their academy training. As important as this educational block of instruction is for the recruit, it is equally advantageous for our agency. A Ride-Along Program would offer our department the opportunity to showcase our marketability and assist in evaluating prospective employment applicants. In an effort for the Lady Lake Police Department to continue its excellent working relationships with our local training academies, we are requesting to implement a Ride-Along Program for law enforcement recruits and prospective applicants. The Town's PRM Attorney has reviewed and approved the Law Enforcement Ride-Along Program Application and Acknowledgement/Release Forms.

FISCAL IMPACT: -0-

- [] Capital Budget
[] Operating
[] Other

ATTACHMENTS: [] Ordinance [] Resolution [] Budget Resolution

[] Other

[X] Support Documents - Law Enforcement Ride-Along Program Application
Ride-Along Program Acknowledgment and Release

DEPARTMENT HEAD Submitted [Signature] Date 01/20/2015

HR Approved as to Form [Signature] Date 1-20-15

FINANCE DEPARTMENT Approved as to Budget Requirements [Signature] Date 01-20-15

TOWN MANAGER Approved Agenda Item for: [Signature] Date 1/27/15

Reviewed [Signature]

COMMISSION ACTION:

- [] Approved as Recommended [] Disapproved [] Tabled Indefinitely
[] Continued to Date Certain [] Approved with Modification



LAW ENFORCEMENT RIDE-ALONG PROGRAM

This form must be completed prior to approval.

Full Name: _____
Last First Middle Maiden

Aliases: _____

Residence Address: _____

Home Phone: _____ Cellular Phone: _____

Date of Birth: _____ Color Eyes: _____ Color Hair: _____
Month Day Year

Race: _____ Sex: _____ Height: _____ Weight: _____

I understand a Florida criminal history records check will be completed on me prior to approval for ride-along.

Social Security Number: _____

Driver's License State and Number: _____

Current or Last Place of Employment: _____

Address: _____ Telephone #: _____

In Emergency Notify: _____ Relationship: _____

Address: _____ Telephone #: _____

Next of Kin: _____

Address: _____ Telephone#: _____

I, _____, request to be considered for the Lady Lake Police Department Law Enforcement Ride-Along Program. I will comply with all of the rules and regulations regarding the ride-along activity.

Reason for Request: _____

Date Requesting to Ride: _____ Shift: _____
(One Date Only) Day/Night

Requesting Person's Signature _____ Date _____

_____ OR _____
Operations Bureau Lieutenant Administrative Services Bureau Lieutenant

Approve Disapprove



LADY LAKE POLICE DEPARTMENT

RIDE-ALONG PROGRAM ACKNOWLEDGMENT AND RELEASE

IMPORTANT

This instrument is a complete waiver and release of any and all claims you may have if you are injured while accompanying police officers of the Lady Lake Police Department as they perform their duties. Please do not sign it until you have read it in its entirety, understand it, and agree to its terms.

I, _____, being eighteen years of age or older, and not being a member of the Lady Lake Police Department, voluntarily and knowingly execute this release with the express intention of extinguishing obligations, claims and causes of action as herein set forth.

I fully understand that while accompanying police officers as an observer I may encounter situations which are inherently dangerous and subject to becoming an environment of disorganization and violence. I also recognize that police cars may become involved in pursuits and motor vehicle crashes. I hereby agree to obey at all times all instructions, orders, and commands given me by the officer or officers in command of any vehicle in which I may be riding. I understand that my observation may be terminated at any time without notice by the Lady Lake Police Department.

WHEREFORE, in consideration of the educational benefit to the above named person and the granting of the above request, the undersigned for myself, my heirs and personal representatives, hereby assume all liabilities, risks, injuries and hazards incidental to, or as a result of, participation in the Town of Lady Lake Police Department's Ride-Along Program, including transportation to, from and during the said activity. I do hereby warrant that I am in good health and have no physical condition that would prevent me from safely participating in the Program(s) and/or activity(ies) above. If I have any medical or physical limitation, I have made the Program's staff aware of such limitations in writing in advance of my participation in the Program(s) and/or activity(ies). I hereby agree to waive, release and agree to indemnify and hold harmless the Town of Lady Lake, its Commission, the Lady Lake Police Department and its Chief, employees, agents and servants from any and all claims, demand, liability, costs, suits, charges or compensation for personal or emotional injury or property damage, whether proximate or remote, sustained by the undersigned during the period of time said person may be in the capacity of an observer, as aforesaid, including losses or injuries arising, in whole or in part, from the negligence of the Town of Lady Lake, its departments, officers, employees or agents. Furthermore, the undersigned agree to defend, and indemnify the Town of Lady Lake, its Commission, the Lady Lake Police Department and its Chief, employees, agents and servants from any and all damage, actions, suits, claims or demands of whatsoever kind, made by or on behalf of any person or entity, arising out of and from my participation in the Town of Lady Lake Police Department Ride-Along Program, or which arise as a result of the Town of Lady Lake granting the below named person the status as Observer, including but not limited to reasonable attorney fees and costs. I assume all risk of injury, liability, and loss arising from my participation or presence at said activity. I acknowledge that the Town of Lady Lake will not assume any costs relating to any injury while I am involved in this activity.

It is my intention that this release be binding on my heirs, legal representatives and assigns. I, freely and voluntarily assume all risk of loss or injury arising from my participation in the activity whether due to my negligence, or the negligence or intentional acts of others. I acknowledge that, absent this Release and indemnification, the Town of Lady Lake would not have offered me the access to the Ride-Along Program because of unacceptable exposure to civil liability claims, or the expense of providing a program that is risk-free.

Furthermore, as consideration for the educational opportunities being provided to me by the Town of Lady Lake and its Police Department Ride-Along Program, I acknowledge, agree to, and waive any statutory right or entitlement that may be available to me to carry a concealed, or non-concealed firearm on my person or property while participating in activities associated with, or a part of, the Town of Lady Lake's Ride-Along Program. I fully understand and acknowledge that the possession of a firearm by any Ride-Along Program participant is prohibited while engaged in Ride-Along Program activities.

I hereby represent that I have carefully read and understand the contents of this document, and sign same knowingly and of my own free will, intending that it shall be fully operative and effective in all respects and that it waives legal rights to which I might otherwise be entitled if I am hurt or suffer loss during participation in the Ride-Along Program.

**YOU MUST CAREFULLY READ THIS DOCUMENT BEFORE SIGNING IT.
YOU ARE WAIVING OR RELEASING VALUABLE LEGAL RIGHTS.
YOU ARE ADVISED TO SEEK THE ADVICE OF AN ATTORNEY IF YOU
DO NOT FULLY UNDERSTAND THIS DOCUMENT.**

Dated this ____ day of _____, 20____.

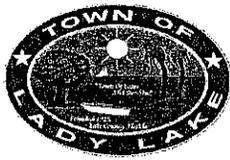
Signature

STATE OF FLORIDA
COUNTY OF LAKE

WITNESS my hand and seal in the County and State last aforesaid this the ____ day of _____, 20____. Affiant is either personally known to me or has produced _____ as proof of identification.

(Seal)

NOTARY PUBLIC
State of Florida at large



1-8

SPECIAL TOWN COMMISSION AGENDA ITEM

REQUESTED COMMISSION MEETING DATE : February 2, 2015

SUBJECT: Consideration of Charging for Lien Searches

DEPARTMENT: Town Manager

STAFF RECOMMENDED MOTION: Approval for Staff to prepare a Resolution to Charge for Lien Searches

SUMMARY:

On the average, the Town receives over 200 lien search requests a year. Julia Wolfe from the Clerk's Office submitted the idea to start charging for this service as it does take up staff time and multiple departments have to do research for it. Julia researched how the other cities were handling requests and found that the majority of the cities do charge for this service. Based on the following charges and the fact that we had over 250 request in 2014 if we charge for this service, we may be able to increase our revenues by \$12,500+/-.

Staff would like to prepare a Resolution to allow the Town to charge the following:

Regular: \$50.00 per Parcel Number within 5 -7 business days from the date we receive your request.

Rush: \$75.00 per Parcel Number in 3 business days from the date we receive your request.

Duplicate Request: \$5.00 per Parcel Number

FISCAL IMPACT: Possible increase in Revenues	<input type="checkbox"/> Capital Budget
	<input type="checkbox"/> Operating
	<input type="checkbox"/> Other

ATTACHMENTS: Ordinance Resolution Budget Resolution
 Other
 Support Documents-Information from other cities

DEPARTMENT HEAD	Submitted	Date 1-27-15
HR	Approved as to Form	Date
FINANCE DEPARTMENT	Approved as to Budget Requirements	Date
TOWN MANAGER	Approved Agenda Item for: 2/2/15	Date 2-27-15

COMMISSION ACTION:

- Approved as Recommended
- Disapproved
- Tabled Indefinitely
- Continued to Date Certain
- Approved with Modification

LIEN SEARCH REQUEST

City of Leesburg	No Charge
City of Mt. Dora	\$50.00
City of Tavares	\$50.00
City of Belleview	\$75.00 per request
City of Fruitland Park	\$30.00 \$50.00 Rush
City of Apopka	\$35.00
City of Winter Garden	\$30.00
City of DelRay Beach	\$65.00 \$100.00 Rush \$5.00 Duplicate Request
City of Plantation	\$52.50 \$125.00 Rush
City of Hollywood	\$100.00
City of Boca Raton	\$150.00

This year (2014) **250** requests have been made thus far