

CITY OF GROVELAND
156 S. LAKE AVENUE
GROVELAND, FL 34736

PHONE 352-429-2141
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Groveland City Council
City Manager Report
May 15, 2014

Pending Action Items:

- The Staff Work Plan is available; we are still putting the final touches on the work plan for community development and anticipate wrapping up this section with the start of the city's new Community Development Director. A digital version is available via the city web-site. The work plan will replace the staff monthly council reports (short tutorial presentation).
- After much review, I have extended an employment offer to Mr. Ryan W. Berger for the position of Community Development Director. This position is formally known as the city planner. Mr. Berger qualifications are attached with this report. Ryan is expected to report for work Monday, June 23, 2014.
-

Report from the Desk of the City Manager:

- My "First 100 day Organizational Review and Evaluation" continues... as I have completed employee interviews, and have begun interview local businesses. My goal is to have a written draft late June.
- With regard to the recruitment for the Economic Development Specialist position formally titled the CRA manager; this position has been advertised and has closed as of last week. I have conducted 3 interviews and anticipate making an offer before the end of the week. It has come to my attention that there may have been some concern that one of the interviews was conducted in Kansas City. This is primarily, due to the expedience of getting someone on-board with enough leeway to participate in the 4th of July event planning process.
- The City Manager attended Florida City County Managers Association. Learned of some exciting storm water re-capture methods that could be valuable in the planning process for future developments such as Villa City.
- In the attempt to get out and introduce myself to the community; I accepted an invitation and addressed the congregation of Jiles Memorial Church of God by Faith. I shared the good news of the City's recent growth patterns.

- Meeting David Heath the County Manager regarding Economic Development. This is a preliminarily meeting that will be a lead up to an economic development presentation by the county that will be scheduled in the up and coming council cycle.
- As some you may know, our “Best Estimate of Taxable Value” from the Lake County Property Appraisers office. For the second year in a row, Groveland had the largest increase in percentage of growth in taxable value from 2013 to 2014 of any taxing jurisdiction in Lake County. 2013 - \$383,166,725 in taxable value 2014 - \$437,457,784 “best estimate of taxable value”; This is a 14.17% increase. \$39,078,214 of the increase was new construction. As we have discussed on numerous occasions, this increase does not come close to erasing the shortfall between expected revenues and expenditures, however, but it does offer some relief.

TAXING AUTHORITY	2014 ESTIMATE OF TAXABLE VALUE	PERCENT CHANGE FROM 2013
COUNTY GENERAL FUND	15,336,456,697	3.57%
LAKE COUNTY SCHOOL BOARD	17,155,848,520	3.78%
GROVELAND	437,457,784	14.17%
MINNEOLA	343,341,474	9.16%
CLERMONT	1,903,401,886	6.95%
FRUITLAND PARK	165,367,424	6.26%
TAVARES	632,056,520	4.90%
UMATILLA	111,363,520	3.99%
MASCOTTE	97,351,799	3.97%
LADY LAKE	831,499,244	3.91%
EUSTIS	756,862,808	3.41%
HOWEY	69,074,314	3.11%
MOUNT DORA	869,683,874	2.75%
MONTVERDE	77,001,165	2.70%
ASTATULA	45,339,707	2.34%
LEESBURG	1,113,852,115	-0.19%

- The City Manager's Office continues to aggressively move forward with its "Premier City Campaign". The Groveland citizenry have been challenged to review the following "Most Livable Cities" for at least one program, policy, event, or initiative that they will advocate in their prospective department and/or recommend to the City Manager's Office.

1. Sharon, Massachusetts – (781) 784-1500
2. Louisville, Colorado – (303) 666-6565
3. Vienna, Virginia – (703) 255-6300
4. Chanhassen, Minnesota – (952) 227-1100
5. Sherwood, Oregon – (503) 625-5522
6. Berkeley Heights, New Jersey – (908) 464-8150
7. Mason, Ohio – (513) 229-8500
8. Papillion, Nebraska – (402) 597-2000
9. Apex, North Carolina – (919) 249-3400
10. West Goshen Township, Pennsylvania – (610) 696-0900

Citizens and City Council are asked to bring their items to the City Manager Office via e-mail, phone call, or visit with the city manager. This benchmark process will compare our services against 10 of the Top Small Communities in the Country. These communities are not only thriving economically, they maximize family friendly amenities, well ran government, and strong community involvement. Invitations to citizens will be going out with the water bill under the title "DARE TO BE GREAT".

Follow up / Reminder Items:

- None

Events:

- First Council Budget Meeting June -7 @ 10:00 am
-
- Town Hall Meeting locations have been identified for the following neighborhoods
 1. Puryear Building – June 26 @ 6:00 pm
 2. Trilogy – July 17 @ 6:00 pm (tentative)
 3. Waterside Pointe – July 10 @ 6:00 pm (tentative)

Currently working to secure meeting space at both Trilogy and Waterside Pointe.

Redmond Jones
City Manager

RYAN W. BERGER

Cell: (217) 836-4897

E-mail: ryanwberger@gmail.com

A dynamic personality that is focused and passionate about improving the community by providing technical skills to make sound government decision making, encourage smart growth and skillfully form positive relationships for future government endeavors.

EXPERIENCED

State of Illinois (2005-2006)

Dunn Fellow

I was selected as one of ten throughout the nation to be a Dunn Fellow. As a Dunn Fellow I worked directly with management staff in the Office of the Governor where I gained a broad perspective of the operation of state government.

- Assisted in accessing the viability of major multi-million dollar public-private partnerships.
- Tracked budget based performance measures of various state agencies.
- Worked with architects on capital improvement projects throughout the State.
- Represented the Governor's office on major legislative efforts and lobbied members of the House of Representatives and the Senate to ensure passage.

This unique and hands on experience with allow me to assist in representing the City of Groveland on various state related community development Issues.

Community Based Projects (2006 – 2008)

Graduate Assistant

As the Graduate Assistant for Community Based Projects I led and organized charrette workshops in multiple communities to create, analyze, establish goals and to implement programs for community improvement. Each charratte workshops involved Urban Planners, Architects, and Landscape Designers for a complete vision of the future. For some of these communities I completed hands on consultant work including:

- Speedway Indiana
 - Conducted a transportation study and explored connectivity of the existing trail way system.
- Clermont Indiana
 - Conducted an extensive aging in place study that explored ways the city can adapt to an aging population by providing the necessary infrastructure, social and health based improvements.
- Indianapolis Indiana
 - Assisted in the design of storm water runoff rain gardens
- New Castle Indiana

- Wrote a successful Neighborhood Stabilization Grant for \$2.7 million for the rehabilitation of 4 blighted properties and the historic preservation of the J.C Penny Building into a mixed use development.

State of Indiana Office of Historic Preservation (2008 – 2009)

Preservation Analyst

As a preservation analyst I reviewed submitted environmental information related to the protection of historic properties when federal or state dollars were being used for demolition or rehabilitation. I also conducted surveys in multiple cities to add potential historic districts to the state registry.

City of Davenport Iowa Community Planning and Economic Development Department (2009 –Present)

Special Projects Coordinator

As the Special Projects Coordinator I reported to the Director of the Community Planning and Economic Development Department. This position required working in a multifaceted department role that included city planning, economic development, and housing rehabilitation functions.

- Grant Management
 - Weed and Seed Grant
 - Applied, received and managed the \$500,000 Weed and Seed Grant by tracking expenditures, reporting to the Department of Justice and working with various agencies that serve the residents of the targeted Weed and Seed neighborhoods
 - Assisted in creating a strategy to reduce crime and improve the quality of life within the Davenport's central neighborhoods
 - Community Development Block Grant
 - Successfully meet all federal requirements to receive an entitlement amount of over \$5.7 million over a five year period.
 - Worked directly with the city council on all CDBG related issued.
 - Used CDBG funds for the major rehabilitation of the historic Jackson School into a 55+ apartment complex.

- Department Management
 - Leadership role in Davenport's Comprehensive Planning Process
 - Organized multiple public meetings
 - Worked directly with the media
 - Crafted and designed a bi-weekly newsletter called the CPED Insider to communicate the Department's successes to elected officials, board members, and the public.
 - Lead the Quad City Analysis of Impediments project for compliance with federal and state regulations
 - Worked with neighboring local governments, boards, and consultants.

- Budgeting
 - Prepared the Department's \$12.5 million dollar budget request to City Council.

- Managed and tracked all fiscal year Department expenditures.
- Streamlined the Department's budgeting process by utilizing excel to link multiple spreadsheets for a more efficient inquiry response.

- City Planning and Economic Development
 - Produced various request for proposals for the development of major mixed use projects.
 - Communicated with developers about Davenport's economic development programs.
 - Assisted in making changes to existing codes to encourage city development.
 - Reviewed site plans for compliance to multiple local and state codes related to surface water protection and flood mitigation.
 - Worked with the Planning and Zoning Commission by completing site plan reviews for rezoning, subdivisions plats and planned unit developments.

- Research
 - Gathered Census information and created graphs to show data trends for city council presentations.
 - Created GIS layers to show the location of rental properties and assisted in designing a program to assist in rental property rehabilitation at concentrated locations.

EDUCATION

Eastern Illinois University (2001 – 2005)

- Bachelor's Degree in Political Science
- 3.8 Grade Point Average
- Honors College Graduate
- Student Body President
- Spearheaded a campus fundraiser victims of Hurricane Katrina raising over \$13,000
- Speech Team
- National Finalist in Extemporaneous Speaking

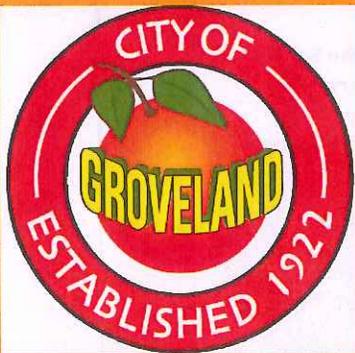
Ball State University (2007 – 2009)

- Masters Degree in Urban and Regional Planning
- 3.8 Grade Point Average
- Universities First Outstanding Immersive Project Award Recipient
- Member of the American Planning Association Board for Indiana
- Published writing: *The Neighborhood Stabilization Grant and the Role of the Planner*

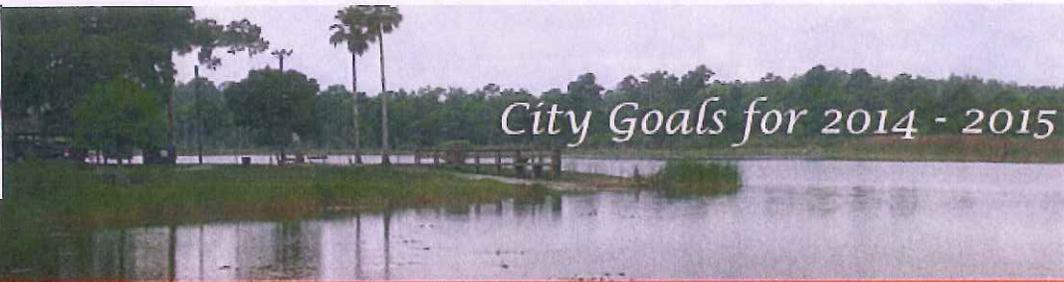
Fiscal Year: 2014 -2015



STAFF WORK PLAN



Staff work plan based on Goals and Objectives established by City Council March 21, 2014. Items, Projects, Initiatives, and other action items can be added or subtracted with majority vote of the Groveland City Council.



City Goals for 2014 - 2015

Our City Motto: A City With Future, Watch Us Grow. Our Vision Is Creating Solutions For Our Future. The Mission Of The City Of Groveland Is To Inform, Involve, and Inspire the Citizens We Serve. We Understand That Groveland Will Have Smart Growth With Continued Focus, Dedication, And Discipline In Providing Quality Services.

City Goal

Establish a Sound and Sustainable Government supported by professionalism, progressive thinking and modernizing the Organization.

City Goal

Develop Maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the School District.

City Goal

Promote Quality of Life through events, projects and policies that include Public Safety, Community Pride Events, Strong Citizen Involvement, Parks and Recreation venues.

City Goal

Develop Inviting High Profile Visually Impactful Projects: Including Projects that Establish Groveland as a Destination, Gateways, Branding, and Other Projects that Reflect Sound Use of Tax Dollars.

City Objectives for 2014—2015

City Goal

Establish a Sound and Sustainable Government supported by professionalism, progressive thinking and modernizing the Organization.

- | | | | |
|-----------------------------|-----------------------|--------------------------|---------------------------|
| • Uniforms PD/FD/City | • Tablets (Paperless) | • Program | • Equipment |
| • Monitors / Defibrillators | • Employee | • Finance Software | • Wellness Initiative for |
| • Laserfish Training | • Compensation | • Training and Education | • Employees |
| • Stormwater Plan | • Vehicle Replacement | • Electronic Permit | |

City Goal

Develop Maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the School

- | | | | |
|-----------------------------------|--------------------------------|-------------------------------------|-------------------------------|
| • Lift Station 18 rehab/ relocate | • Ridge System | • Sampey WWTP Belt-press/Centrifuge | • Sampey WWTP to Green Valley |
| • Third Phase Eagle | • Bio Solid Treatment Solution | • 12 inch Force Main | • Sunshine WTP Pump |

City Goal

Promote Quality of Life through events, projects and policies that include Public Safety, Community Pride Events,

- | | | | |
|------------------------------------|--|--|---|
| • Three police cars with equipment | • Law Enforcement Equipment (Fire Arms and Tasers) | • Thermal Imaging Camera (replacement) | • Emergency Traffic Controls (intersections of 19 and 33 with Highway 50) |
|------------------------------------|--|--|---|

City Goal

Develop Inviting High Profile Visually Impactful Projects: Including Projects that Establish Groveland as an Destination, Gateways, Branding, and Other Projects that Reflect Sound Use of Tax Dollars.

- | | | | |
|---|--------------------------------------|--|-----------------------------|
| • Robert A. Davis/Ronald Sefton Gaffney— Amphitheater | • Hwy 50 Median Landscape/Irrigation | • Public Safety Facility with Council Chambers | • Entryway Solutions— Signs |
| | | | • New City Website |





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"The city with a future, watch us grow!"

May 17, 2014

To: Mayor, Council & City Manager
Subject: Goal Setting Notes and Vote Tally

The City Manager took the City Council through a process of identifying fears, dreams, values and common themes within individual visions for the city. The Council prioritized the following objectives (in order of most priority):

Top (10 - 7 votes)

- Robert A. Davis / Ronald Sefton Gaffney Amphitheater
- 3 Police Cars with Equipment

High (6 - 3 votes)

- Uniforms PD / FD / City
- Monitors / Defibrillators
- Lift Station 18 rehab/relocation
- 3rd Phase Eagle Ridge System
- Law Enforcement Equipment (firearms, tasers, ammo)
- Laser fiche Training
- Hwy 50 Median Landscape / Irrigation
- Storm Water Master Plan
- Bio-Solid Treatment
- Thermal Imaging Camera (Replacement)
- Emergency Traffic Control
- New City Website

Consensus (2 - 0 votes)

- Tablets (Paperless)
- Employee Compensation
- Public Safety Facility w/Council Chambers
- Sampey WWTP Belt press/Centrifuge
- Vehicle Replacement Program (Fire)
- Finance Software
- Training Education (Risk Management)
- Entryway Solutions (Welcome Signs)
- 12in FM Sampey WWTP to Green Valley
- Electronic Permit Equipment
- Sunshine WTP upgrade / expansion
- Wellness Initiative for Employees Program

Please note: Objectives shown in the work plan that are not found on this list are prioritized as "staff recommended"

Staff Work Plan

1Q, 2Q, 3Q and 4Q Objectives

Office of the City Manager

The mission of the Office of the City Manager is to ensure the implementation of the policies of the Mayor and the City Council through the day to day operations of the City, strategic leadership, fiscal stewardship, customer service, and innovative practices.

Goal Addressed

Establish a Sound Sustainable Government support by Professionalism, Progressive Thinking and Modernizing the Organization.

Objectives

1. Laserfische Training (1Q, 2014)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

Teresa needs to provide a background statement

2. Tablets (Paperless) (2Q, 2015)

Complete In-progress Not started Closed

(Staff Recommended)

Project/Program Remarks, Updates and Communications:

Teresa needs to provide a background statement

3. City Bond Rating and Evaluation (2Q, 2015)

Complete In-progress Not started Closed

(Staff Recommended)

Project/Program Remarks, Updates and Communications:

The City's rate of growth is both a blessing and a challenge. Since growth increases a city's base of revenue it also places additional infrastructure and quality of life demands on services. Groveland is beyond the point of a "pay as you go" city. It is time to construct a financing infrastructure with well planned Capital Improvement Plan that holds to multi-year priorities.

4. Develop a Grant Research, Submission, and Management Strategy (2Q, 2015)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

The Office of the City Manager and the Fire Department has combined resources to find a grant writing professional within the current pool of employees. We have increased our training investment with this employee and are looking to use a train the trainer approach to start an internal training program that will train grant writing skills to a task group of employees who will be representative of each department. This project may involve some outside consulting initially.

5. Facilitate City Council Work Session(s) Regarding Storm water Assessment Fees (2Q, 2015)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

This revenue generating opportunity was raised at the goal setting meeting and received 4 votes as a revenue source to be pursued (considered a ranking of High priority).

6. Facilitate City Council Work Session(s) regarding Road Paving Assessment Fees (2Q, 2015)

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

This revenue generating opportunity was raised at the goal setting meeting and received 2 votes as a revenue source to be pursued (considered a ranking of Consensus priority).

7. Initiate Fire Assessment Development for Fire Services (2Q, 2015)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

This assessment would be a Florida Stat Statue provided method of developing a specialized assessment program to fund fire services within the City of Groveland. The objective of the fire assessment program is to implement an annual assessment to fund the City's provision of fire rescue services. The annual assessment could be collected in a number of ways as prescribed by the City Council. As property values have suffered great declines since the 2008 market crash. Many Groveland neighbors have used this revenue opportunity as a method of diversifying their revenue base; Communities such as: Tavares, Lady Lake, The Villages, Minneola, Leesburg, and Mascotte. We anticipate that moving forward with this initiative will require hiring a consultant and funding a Fire Assessment Development Study.

8. Facilitate City Council Work Session(s) regarding Reclaimed Water Impact Fee (2Q, 2015)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

This revenue generating opportunity was raised at the goal setting meeting and received 5 votes as a revenue source to be pursued (considered a ranking of High priority).

9. Facilitate Budget Process / Increase Ad-Valorum Millage Consideration (2Q, 2015)

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

This revenue generating opportunity was raised at the goal setting meeting and received 4 votes as a revenue source to be pursued (considered a ranking of High priority).

Goal Addressed

Develop Maintain and Rebuild Safe, Clean, Diverse, Healthy, Neighborhoods, Including Partnering with the School District.

Objectives

1. CBDG Grant Administration (4Q, 2015)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

Shannon needs to provide a background statement (This will likely be moved to Community Development)

2. Emergency Vehicle Preemption Traffic Control (4Q, 2015)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

A key issue facing localities like Groveland is the challenge that rapid growth in populated areas places on the fire/rescue and EMS community. Constrained by tight budgets, officials must make decisions on how to provide appropriate levels of service while at the same time coping with increasing demand for services and increasing congestion levels. Emergency vehicles Preemption Systems allow these services to maintain or increase response times despite higher congestion levels and higher risk for involvement in crashes, or being subject to unpredictable delays in reaching the scene of a fire or crash. Staff will review several technologies and recommend the technology that best fits Groveland's needs. We have particular interest in the intersections of Hwy 50 & Hwy 19 and Hwy 50 & Hwy 33.

3. Develop A Youth Council (4Q, 2015)

Complete In-progress Not started Closed

(Staff Recommendation)

Project/Program Remarks, Updates and Communications:

Staff will approach and work with the School District to develop a youth advisory board to the City Council. The youth council could involve elected student or young people tasked among other responsibilities to be developed by the youth council to review the city recreational services aimed for young adults and children.

Goal Addressed

Promote Quality of Life through Events, Projects and Policies that include Public Safety, Community Pride Events, Strong Citizen Involvement, Parks and Recreation Venues.

Objectives

1. Marina Del Ray Park AKA: Ronald Sefton Gaffney Park (1Q & 2Q 2014 and 2015)

Complete In-progress Not started Closed

(Staff Recommendation)

Project/Program Remarks, Updates and Communications:

This park has received council approval for design; however, it has not been funded. Therefore no construction has been started (hence the in-progress and not started designation).

Goal Addressed

Develop Inviting High Profile/Visual Impact Projects; Including Projects that Establish Groveland as a Destination, Gateways, Branding, and Other Projects that Reflect Sound Use of Tax Dollars.

Objectives

1. Robert A. Davis Park-Amphitheater (4Q, 04).

Complete In-progress Not started Closed

(Top priority)

Project/Program Remarks, Updates and Communications:

This project received the City Council highest vote count at 10 votes. The initial design for the Robert A. Davis included several flat ground uses on a site that has as much as a 40% incline this required massive earth work that more than doubled the project budget. The \$6M project estimate alarmed the City Manager resulting in a redesign authorization for an Amphitheater Park that would use the site's topography to the project's advantage. The finance strategy for this project will likely include the majority of our recreation enterprise fund which is anticipating to reach (if undisturbed) approx. \$3M by 2017; and Municipal Bonds once the City of Groveland is Bond Evaluated and Rated.

Robert A. Davis Park-Amphitheater (cont.)

The basic function of the issuance of Municipal Bond is to allow underwriters to set structure, prices, and terms of returns based a government's ability repay, in-order to market these bonds to investors who buy them. Often these bonds are considered conservative low risk investments which are typically used to balance investment portfolios.

2. Entryway Solutions- Signs (1Q, 2014)

Complete

In-progress

Not started

Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

This branding and visual impactful project raised at the goal setting meeting received 2 votes as a project that should be pursued. The Office of the City Manager will be working closely with the department of Public Services. Updates for this item will be in the staff work plan of the Public Services Department.

Staff Work Plan

1Q, 2Q, 3Q and 4Q Objectives

Public Services Department

The mission of the Public Services Department is to ensure an aesthetically pleasant, healthy, and safe environment for the citizens of Groveland by providing: a sanitary water and sewer system, street maintenance, recreation and park services, fleet services, and facility management.

Goal Addressed

Develop Maintain and rebuild safe, clean, diverse, healthy neighborhoods, including partnering with the School District.

Objectives

1. Lift Station #18 Rehab/Relocate (1Q, 2014).

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

Initiate the design for relocating Lift Station # 18

2. Sampey to Sunshine Reclaimed System -Third Phase Eagle Ridge (1Q, 2014).

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

An application has been submitted to SJRWMD for cooperative funding for this project. An SRF low interest loan from FDEP will be submitted in the future.

3. Sunshine WTP Upgrade (1Q, 2014).

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

This project is at 95% design phase. Bidding and construction should commence this quarter. The new potable water well portion of this project has been contracted out to Parsons Well Drilling.

4. Bio-solids Treatment Solution (1Q, 2014).

Complete In-progress Not started Closed
(High priority)

Project/Program Remarks, Updates and Communications:

Preliminary solutions have been researched through site visits to BCR and Solarorganics processes. A decision on which process to initiate and funding solution should be made this quarter. This process continues to seek mutually beneficial partnership collaborations w/business and other local/State/Federal governments.

5. 20" Force Main Sampey WWTP to Green Valley (2Q, 2014).

Complete In-progress Not started Closed
(High priority)

Project/Program Remarks, Updates and Communications:

Bidding for the design of this project should be completed this quarter.

Goal Addressed

Establish a Sound and Sustainable Government supported by professionalism, progressive thinking and modernizing the Organization.

Objectives

1. Public Service Department Uniforms (1Q, 2014).

Complete In-progress Not started Closed
(High priority)

Project/Program Remarks, Updates and Communications:

The budget has been established and uniform types have been chosen. Delivery will commence Oct. 6, 2014.

2. Storm Water Master Plan (1Q, 2014).

Complete In-progress Not started Closed
(High priority)

Project/Program Remarks, Updates and Communications:

The Storm Water Master Plan Phase II was completed Dec. 2013.

3. Tablets (paperless – Public Services Department Services) (1Q, 2014).

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

The budget has been established for securing tablets for field staff for the purpose work order and asset management utilizing Facility Dude CMMS program.

4. Vehicle Replacement Program (1Q, 2014).

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

Funding for this program should be identified in each annual budget. Vehicles should be replaced when mileage reaches 110,000 or when the vehicle repairs are costing more than the value of the vehicle.

Goal Addressed

Develop Inviting High Profile/Visual Impact Projects; Including Projects that Establish Groveland as a Destination, Gateways, Branding, and Other Projects that Reflect Sound Use of Tax Dollars.

Objectives

1. Entryway Solutions – Signs (2Q, 2014).

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

Initial the design and FDOT permitting phase of the project. The department will work with the Office of the City Manager to locate a LED equipped Sign which can make public service announcement.

2. Hwy 50 median landscape and Irrigation (2Q, 2014).

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

Funding for this program should be identified in the 2014-2015 annual city budget. Receive bid quotes for landscape and irrigation and complete the installation.

Staff Work Plan

1Q, 2Q, 3Q and 4Q Objectives

Finance Department

The mission of the Finance Department is to provide high quality, responsive, “personalized” financial services, using innovative solutions to ensure customer and employee satisfaction. It facilitates understanding of financial information and the impacts of decisions upon short-term objectives, as well as long-term goals, and the City’s financial accountability and integrity.

Goal Addressed

Develop inviting high profile visually impactful projects: including projects that establish Groveland as a destination, gateways, branding and other projects that reflect sound use of tax dollars.

Objectives

1. New City Website (3Q & 4Q, 2014).

Complete

In-progress

Not started

Closed

(High priority)

Project/Program Remarks, Updates and Communications:

IT Coordinator, Andy Sapp, with input from other potential users, has identified CivicPlus as a premier developer of municipal websites. Through his efforts, CivicPlus has agreed to develop our City’s website and have it ready to go live on October 1, 2014 (barring any unforeseen circumstances). CivicPlus has also agreed to do this work in advance of the new fiscal year with the caveat that they receive their first installment payment in early October 2014. Launching the effort in advance of the new fiscal year puts the City in an excellent position to further its quest to become a premier City. The contract with CivicPlus is for a term of three years and the City will make three equal installments of \$11,309 per year.

Across the United States governments of all sizes are asking for help in moving from static communications models to dynamic, interactive ones. CivicPlus clients some of which are on the City of Groveland’s Premier Cities list are setting the standard when it comes to providing their citizens with an online engagement platform that allows the entire community to find the information citizens are looking for to connect with public services. Council has asked to have a web-site that is more than useable and visually appealing; the council has asked to have a site that can transact, interact and allow citizens to communicate with their government.

Striving to meet these goals staff has recommended to the City Manager CivicPlus has the web-site development firm to move this project forward.

Goal Addressed

Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.

Objectives

1. Employee Compensation (1Q, 2014-2015)

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

The Finance Team has begun reviewing 2012 Pay Study and compensation rates for similarly situated municipalities in Lake County. This task includes reviewing employee's date of hire, where their salary falls in the minimum-maximum range as defined in the Pay Study and how they compare to other employees in their compensation classification. Employee relations have been strained in part by the lack of cost of living adjustments. Once classifications and compensation are streamlined a merit bonus system can be developed employee performance.

2. Training and Education Program Ongoing (TBA, 2015)

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

At the staff meeting held April 22, 2014, there was a lengthy discussion regarding some potential in-house training. Teresa volunteered to conduct a training regarding records management and retention. Chief Tennyson volunteered to proctor a customer service/dealing with a difficult public class. If possible, I would like to have the Chief conduct the dealing with a difficult public class prior to our next scheduled shutoff.

3. Prepare the 2014-2015 Budget and 5-Year CIP (3 & 4Q, 2014)

Complete In-progress Not started Closed

(Staff recommended)

Project/Program Remarks, Updates and Communications:

The initial Director-level meeting regarding CIP formulation took place on March 31, 2014. Also, Council met during a strategic planning retreat to establish its goals and objectives for the "2014-2015 fiscal year" and beyond. The draft budget informational presentation for the three Town Hall meetings is complete and is at the City Manager level for review and comment. At this writing, those meetings have not been scheduled. The current plan is to review the presentation with Council during a workshop at the end of May to gather input regarding content and answer any questions they might have in advance of those Town Hall type meetings.

As a part of this objective, work has begun to determine the effect that the employee compensation objective will have on the 2014-2015 budget. Additionally, I serve as a member of the City's negotiating team in its sessions with both the Police and City Employee Units. This will allow me to monitor the effect any Union demands will have on the financial health of the City going forward.

4. Finance Software 1Q, 2014-2015

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

This project will likely take the better part of 2014-2015. There is any number of software offerings available and with the accompanying price tag we do not want to rush into an uninformed decision. We will focus on this objective after the budget preparation cycle is complete.

5. Wellness Initiative for Employees (1Q, 2014)

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

Human Resources Manager, Christie Higdon attended the Humana Insurance Champ Camp in March. She has brought back a number of ideas meant to encourage our employees to consider healthy food options and be more aware of the effect their choices have on their daily lives. She is currently working on an initiative entitled "healthy lunch Friday". The City Hall staff will be the pilot group, with plans to role this out to other departments and sites if this is well-received and successful. Humana offers a wide variety of incentives to employees who participate in their wellness program and Christie is working diligently to get the word out to our employees.

Staff Work Plan

1Q, 2Q, 3Q and 4Q Objectives

Fire Department

The mission of the Fire Department is to provide effective and efficient fire, rescue, and medical response services which ensure the health, safety and well-being of its citizens with dedication to openness, integrity, equity and accountability. The Fire Department maintains a receptive and ethical work environment which is conducive to the development of innovative and creative solutions by employees to meet the ever-changing environment of public safety.

Goal Addressed

Develop inviting high profile visually impactful projects: including projects that establish Groveland as a destination, gateways, branding and other projects that reflect sound use of tax dollars.

Objectives

1. Public Safety Facility with Council Chambers (TBA, 2015)

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

Project overview: The current Public Safety Facility housing the Fire and Police Departments in the downtown area are inadequate.

- They are outdated and do not meet the requirements and recommendations of recognized organizations and commissions that certify and regulate public safety agencies.
- The buildings have insect and vermin issues that are impossible to irradiate due to the age, construction, and condition of the structures.
- There are water intrusion issues with the buildings. The floor elevations are lower than the highway, and due to poor drainage, water seeps into the buildings during heavy rain. Water also leaks through the roof structures, especially the rusting metal roof of the Fire Department.
- There are reoccurring mold issues because of the water intrusion and uncontrollable condensation.
- The facilities are undersized, and were not designed for the scope of current operations. The Fire Department structure was designed and built for as a city barn for a city of 1200. The Police Department was originally built to house a staff of six. In all, there are over forty staff personnel with associated vehicles and equipment currently operating out of these facilities.

Public Safety Facility with Council Chambers (cont.)

- In the case of the Fire Department, the location is not conducive to providing adequate response times for a majority of the residents in the southern portion of the City. The department would be able to provide better response times if positioned in a more central area along SR50.

One of the needs that would be addressed in a new facility would be a training room that can double as an Emergency Operations Center (EOC). The size and layout of this room would easily be suitable as Council Chambers until such time as a new City Hall is constructed. This would alleviate the audio issues we now have with the Puryear Building.

In conjunction with Finance Department and Police Department: We are in the preliminary stages looking at funding options in order to assess the scope, feasibility, and possible timeline for implementing the project.

Goal Addressed

Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.

Objectives

1. Public Service Department Uniforms (1Q, 2014).

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

The budget has been established and uniform types have been chosen. Delivery will commence Oct. 6, 2014. The Management Team will be looking at individual uniform needs with the feasibility of consolidation of purchasing from one supplier as a cost savings. Will also look at partnering with other communities with the possibility of obtaining further bulk purchasing discounts.

2. Training and Education Program (??Q, 201?).

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

Working with all Department Heads to develop employee training and education. This includes looking at cross training, individual job enhancement, and nurturing for future manager and leadership positions. In the case of the Fire Department, we are in preliminary discussions with other departments to establish a multi-agency training program that may include facilities locally located for utilization by South Lake County agencies.

3. Monitors/Defibrillators (??Q, 201?).

Complete In-progress Not started Closed
(High priority)

Project/Program Remarks, Updates and Communications:

Working on including these items in the CIP, possibly splitting the purchase over two years. Also looking at possible grants for assistance in funding.

4. Employee Compensation (??Q, 201?).

Complete In-progress Not started Closed
(High priority)

Project/Program Remarks, Updates and Communications:

In conjunction with Finance Department and its Human Resource division. The fire department will be working in conjunction with the budget process to address employee compensation issues in the next fiscal year.

5. Vehicle Replacement Program (??Q, 201?).

Complete In-progress Not started Closed
(High priority)

Project/Program Remarks, Updates and Communications:

CIP process with Finance Department; looking at needs in coming years to determine new vehicle needs as well as replacing aging equipment. Considering funding options. Working with County to obtain one of their surplus pumpers to serve as a backup in the interim.

Goal Addressed

Promote Quality of Life through Events, Projects and Policies that include Public Safety, Community Pride Events, Strong Citizen Involvement, Parks and Recreation Venues.

Objectives

1. Thermal Imaging Camera Replacement (??Q, 201?).

Complete In-progress Not started Closed
(High priority)

Project/Program Remarks, Updates and Communications:

In the CIP process to replace two units within the next four years. Also looking for grant opportunities to assist in funding.

Staff Work Plan

1Q, 2Q, 3Q and 4Q Objectives

Police Department

The mission of the Police Department is to protect life and property by providing exceptional municipal police services to the community in partnership with the citizens of City of Groveland.

Goal Addressed

Establish a Sound Sustainable Government support by Professionalism, Progressive Thinking and Modernizing the Organization.

Objectives

1. Training (2015, continuing)

Complete In-progress Not started Closed

(Staff recommendation)

Project/Program Remarks, Updates and Communications:

Working with all Department Heads to develop employee training and education. This includes looking at cross training, individual job enhancement, and nurturing for future manager and leadership positions. In the case of the Police Department, Create a training program to maximize effectiveness of police department. Create framework for sworn and non-sworn training for law enforcement and to maintain Florida required standards to mitigate risk and liability.

2. Uniforms (2Q, 2015, continuing)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

Current police uniforms are in need of replacement and updated to a new fabric that is more officer friendly and more durable. The uniform types have been chosen. Police will be transitioning from black to navy blue to mirror all other municipal police departments in Lake County. The Management Team did a study and consensus of individual uniform needs with the feasibility of consolidation of purchasing from one supplier as a cost savings.

3. Employee compensation (2015)

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

In conjunction with Finance Department and its Human Resource division. The police department will be working in conjunction with the budget process to address employee compensation issues in the next fiscal year.

Goal Addressed

Promote Quality of Life through Events, Projects and Policies that include Public Safety, Community Pride Events, Strong Citizen Involvement, Parks and Recreation Venues.

Objectives

1. Law Enforcement Equipment (2Q, 2015)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

Technology in law enforcement, as in other industries, continues to evolve at an increasingly rapid rate. Convert military surplus rifles, conduct training and deploy them in the field. Purchase additional handguns for officers. Increase our supply of ammunition for training and on-duty deployment.

Goal Addressed

Develop inviting high profile visually impactful projects: including projects that establish Groveland as a destination, gateways, branding and other projects that reflect sound use of tax dollars.

Objectives

1. Police vehicles Replacement (1Q, 2015)

Complete In-progress Not started Closed

(Top priority)

Project/Program Remarks, Updates and Communications:

Purchase police vehicles to replace old high maintenance vehicles. Vehicle maintenance is costly because of the age of the vehicles and the amount of time they are out of service due to repairs. Initially, new vehicle purchases result in a savings due to less maintenance cost on an aged fleet. GPD largely delivers police services to the public via its fleet of vehicles. This fleet represents a substantial investment of tax payer money, and the Department is committed to managing its fleet well.

2. Public Safety Facility

Complete

In-progress

Not started

Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

Due to age and condition of facility, renovations, expansion and improvements are necessary. Expand/improve/equip & furnish the Police Headquarters/ Public Safety Complex which may include A&E/site and be CALEA (Commission on Accreditation for Law Enforcement Agencies) compliant. In conjunction with Finance Department and Fire Department: We are in the preliminary stages looking at funding options in order to assess the scope, feasibility, and possible timeline for implementing the project.

Staff Work Plan

1Q, 2Q, 3Q and 4Q Objectives

Community Development

The mission of the Community Department is to assert visionary leadership in comprehensive, creative planning for our urban and rural community and responsible stewardship of the natural environment in partnership with the citizens of City of Groveland.

Goal Addressed

Establish a Sound Sustainable Government support by Professionalism, Progressive Thinking and Modernizing the Organization.

Objectives

1. Review, Reevaluate, and Recommend updates to the City of Groveland's Landscape Policy. (2015, continuing)

Complete In-progress Not started Closed

(Staff recommendation)

Project/Program Remarks, Updates and Communications:

The department has received several complaints and concerns from developers that the current policy is confusing. There are also concerns that current landscaping provisions may create infrastructure problems or concerns, in the form of damaged sidewalks and below ground piping.

2. Review, Reevaluate, and Recommend updates to the City of Groveland's Sign Ordinance (2Q, 2015, continuing)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

The department has received several complaints and concerns from developers that the current ordinance is confusing. There are also concerns that current ordinance may prevent the council moving forward with some of its entry way goal for the coming year.

3. Water Conservation Plan (Development) (2015)

Complete In-progress Not started Closed

(Consensus priority)

Project/Program Remarks, Updates and Communications:

(Pending the Community Development Director Appointment)

Goal Addressed

Develop Maintain and rebuild safe, clean, diverse, healthy neighborhoods, including partnering with the School District.

Objectives

1. In-Field Development Program, and Develop partnership with Habitat for Humanity Partnership (TBA, 2015)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

(Pending the Community Development Director Appointment)

2. Buy Out Program (TBA, 2015)

Complete In-progress Not started Closed

(High priority)

Project/Program Remarks, Updates and Communications:

(Pending the Community Development Director Appointment)

Goal Addressed

Develop inviting high profile visually impactful projects: including projects that establish Groveland as a destination, gateways, branding and other projects that reflect sound use of tax dollars.

Objectives

1. Assist / Coordinate / Liaison the City of Groveland's part of the Coast to Coast Trail (TBA, 2015)

Complete In-progress Not started Closed

(Top priority)

Project/Program Remarks, Updates and Communications:

(Pending the Community Development Director Appointment)