

**TOWN OF LANTANA
TOWN MANAGER'S REPORT**



June 2022

TOWN OF LANTANA

TOWN MANAGER'S REPORT



TOWN COUNCIL

Robert Hagerty, Mayor
Karen Lythgoe, Vice Mayor
Dr. Lynn J. Moorhouse, Vice Mayor Pro Tem
Kem Mason, Councilmember
Mark Zeitler, Councilmember

TOWN MANAGER'S OFFICE

Brian K. Raducci, Town Manager
Kathleen Dominguez, CMC, Town Clerk
Stef Lambrisca, Executive Assistant to the Town Manager

TOWN ATTORNEY

Lohman Law Group, P.A.

DEPARTMENT DIRECTORS

Eddie Crockett, Operations Director
Nicole A. Dritz, Development Services Director
Stephen Kaplan, Finance Director
Kristine Kreidler, Library Director
Sean Scheller, Police Chief
Geraldine Jaramillo, Palm Beach County Fire Rescue District Chief

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JUNE 2022

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INTRODUCTION

The purpose of this report is to provide the Town of Lantana (Town) Town Council and Community with a high-level executive summary of the status of the Town's major projects and various current and upcoming operational matters. Additional information may be available upon request.

MISSION STATEMENT

To preserve Lantana's small-town atmosphere through responsible government and quality service.

COVID-19 – RESOURCES, VACCINE AND OTHER INFORMATION

- Florida Health COVID-19 24-hour call center number is (866) 779-6121
- For Florida Health updates via text, text FLCOVID19 to 888777
- In addition, the public can email COVID19@flhealth.gov for more information

For a list of vaccine information, please visit <https://floridahealthcovid19.gov/vaccines/>

2022 HURRICANE SEASON PREPAREDNESS

Hurricane season is here and began on June 1, 2022. Please make sure you are prepared and visit [Public Safety - Emergency Management Hurricane \(pbcgov.org\)](https://www.pbcgov.org/public-safety-emergency-management-hurricane) for an official hurricane guide from the Palm Beach County Emergency Information Center (available in English, Spanish and Creole).

NEWS RELEASES

[Assistance with New Businesses and those making Home Improvements](#)

Please help us help you! It's never too early to reach out to the Development Services Department if you are thinking of opening a new business in Town, moving your business to a new location or doing a home improvement project. The earlier you know if permits are needed, if your use is permitted at a location and/or if there are certain code requirements that need to be met, the more seamless we can make the process. Having the information ahead of time will help facilitate a successful outcome and will prevent unnecessary delays. The Development Services Department is here to guide you through the Town's processes and requirements.

[Drinking Water Discoloration](#)

Periodically, it has been brought to the attention of Town staff that there are areas of the Town that occasionally experience water discoloration. Please be advised that our drinking water is monitored and tested on a daily basis and that it continues to confirm that it is safe to drink and that it is well within all Florida Department of Health parameters.

If at any time, you have any concerns regarding the color and/or quality of your drinking water, please contact the Water Plant at (561) 540-5760 between the hours of 7:00 AM and 4:00 PM so that we can analyze your specific concern to determine the possible reason for the water discoloration.

[Clean Up After Your Pets](#)

As a Friendly Reminder to our Pet Owners... Please Clean Up After Your Pets — It's the Law!

Please be courteous to your neighbors and your community by promptly picking up all solid waste material from your pet and disposing of it appropriately. Uncollected pet waste is a threat to the health of our children, degrades our Town and can transmit diseases. Failure to pick up your pet's waste is a violation of our Town's Code of Ordinances and may result in the assessment of fines.

Thanks in advance for your continued cooperation and assistance in keeping the Town of Lantana beautiful and safe!

Dune Restoration Project Delayed due to Current Unfavorable Conditions

There was insufficient dry beach width at Lantana's Municipal Beach in order to conduct the Dune Restoration Project during the originally planned construction season. The Town of Palm Beach and their consultant will continue to monitor the shoreline conditions with the anticipation of returning in November 2022, following sea turtle nesting season. If at that time the proper conditions exist, dune sand will be placed in both the Towns of Lantana and South Palm Beach, as planned. The sand that will be used for this construction effort will remain in place on the beaches south of Phipps Ocean Park in Palm Beach. As our interlocal agreement remains in place, the Town of Lantana continues to partner with both the Towns of Palm Beach and South Palm Beach in an effort to promote healthy beach and dune systems along the entirety of Palm Beach Island. Thank you for your patience and understanding throughout this process!

TOWN CLERK

Greater Lantana School Community Education Council Information

There are multiple openings on the Town of Lantana's Greater Lantana School Community Education Council. To receive an application and be considered for an appointment, please contact Kathleen Dominguez, Town Clerk, by phone at (561) 540-5016 or email at kdominguez@lantana.org.

School Supply Drive

The Greater Lantana School Community Education Council is sponsoring a school supply drive for all age groups through the summer until September 1st. School supply donations can be dropped off in the Library, Lantana Fitness, Old Key Lime House and Town Hall Lobby area. Please contact Kathleen Dominguez, Town Clerk, for a wish list or to receive more information at (561) 540-5016 or email at kdominguez@lantana.org.

Schedule of Upcoming Events/Important Dates

- June 27, 2022 – Town Council Meeting, Town Hall at 6:00 PM
- July 4, 2022 – July 4th Celebration Event, from 6:30 PM to 9:30 PM (Town Offices, closed)
- July 9, 2022 – Lantana Charette Public Workshop, Town Hall at 10:00 AM
- July 11, 2022 – FY 2022/23 Budget Workshop #2 at 5:30 PM
- July 11, 2022 – Town Council Meeting, Town Hall at 6:00 PM
- July 21, 2022 – Special Magistrate Hearing, Town Hall at 5:30 PM
- July 25, 2022 – Town Council Meeting, Town Hall at 6:00 PM

OPERATIONS DEPARTMENT

2021 Annual Drinking Water Quality Report

Each year, the Town prepares its Annual Drinking Water Quality Report (Report), that is designed to inform our customers about the water quality and services that we deliver to you every day. One of the Town's highest priorities is to always provide a safe and dependable supply of drinking water and this Report is utilized to communicate to our customers the effort involved in achieving that goal.

In accordance with Federal and State laws, rules and regulations and the Palm Beach County Health Department, the Town routinely monitors its drinking water for contaminants which may be present. The forthcoming Report presents the results of the monitoring process and what they mean for the period January 1 – December 31, 2021, unless otherwise indicated. The report will be made available

on the Town's website at www.lantana.org/annual-water-quality-report beginning July 1, 2022. A separate letter that provides additional related information was mailed to the Town's utility billing customers in early June 2022.

Sea Pines Neighborhood Information

The Operation's Utilities Division is equipped with pumps that can be immediately mobilized to mitigate potential street flooding and threats to property. Stormwater infrastructure maintenance is routinely performed and a Stormwater Pump Station has been advertised for construction. This Pump Station will be utilized to control the water level there and reduce the likelihood of street flooding in the area.

Equipment Update

- Seven (7) operational vehicles have been ordered in FY 2021/22 and to date, five (5) of them have been delivered.
- In January 2022, the Town placed an order for state-of-the-art AED devices to be placed in every Town facility. The devices were expected to be delivered in mid-July 2022, but due to supply chain related issues, the new delivery date is now October 2022. Once the equipment is received, we will coordinate with the vendor and Palm Beach County Fire Rescue for equipment and CPR training, respectively for staff.

Enjoy Lantana! Events

On Monday July 4, 2022 the Town will celebrate Independence Day from 6:30 PM to 9:30 PM. There will be a live concert, food and craft vendors, stilt walker, mime family games and several other events. Free parking and shuttle buses will run from 6:00 PM to 10:15 PM from the Town Hall and Finland House parking lots.

Railway Information

On March 17, 2022, at the request of brightline, the Town sent a letter of support to the Honorable Pete Buttigieg of the U.S. Department of Transportation that expressed the Town's strong support for the Florida East Coast Corridor Trespassing and Intrusion Mitigation Project. It is our understanding that this RAISE grant would make available nearly \$45M in funds from the Florida Department of Transportation (FDOT) and brightline. These funds would be utilized for safety enhancements along the corridor that services our community, residents and visitors.

On March 23, 2022, staff had an on-site meeting with Florida East Coast Railway (FEC) and brightline engineers to establish a better working relationship with both organizations. In addition, we discussed the possibility of applying for and obtaining some potential grant funding or participating in some sort of cost sharing project to upgrade and enhance safety features along the corridor that services our community.

Infrastructure Grant Information

On February 22 and on March 22, 2022, staff met with our engineers, consultant and a professional grant writer to discuss potential grant funding opportunities that may be available to the Town under various sources including:

- Community Planning Technical Assistance (CPTA) Grants – assists local governments in implementing various planning projects. On April 7, 2022, the Town submitted an application for consideration of the CPTA Grant to the Florida Department of Economic Opportunity for Stormwater System Analysis.

Background

The Town of Lantana is located in coastal Palm Beach County and faces increasing impacts from sea-level rise and more frequent rain events. As potential damage to residences, businesses, critical facilities, and transportation corridors becomes more of an immediate threat, the Town must take action to develop effective and resilient infrastructure, especially for stormwater facilities. The proposed project is requesting funding in the amount of \$62,121 to complete an assessment of the existing drainage system and use that data to develop a long-term level of service standards that meet the changing coastal conditions. This effort will include evaluation, modeling, land use planning and recommendations for improvements to the stormwater system that are needed to further the Town's goal of resiliency.

- Resilient Florida Grant Program within the Department of Environmental Protection (DEP) – provides funding to local governments for community resilience planning, (i.e., Public Seawall)
- Rebuild Florida Mitigation General Infrastructure Program – provides funding to local governments to assist in the development of large-scale mitigation projects that promote disaster resiliency, (i.e., Hardening of Water Plant)

On June 14, 2022, the Town received formal notification from the Florida Department of Economic Opportunity that confirmed our grant proposal for the *Stormwater Drainage System and Future Needs Analysis* was selected for funding in the amount up to \$62,121.

Potential Congressional Community Project Funding (CPF)

On April 12, 2022, staff held a conference call with Congresswoman Lois Frankel's (FL-21) Deputy Chief of Staff | Legislative Director to discuss the possibility of the Town receiving funding (i.e., earmarks) from the Federal Government. Following that meeting:

- April 14, 2022 – the Town submitted a \$1.2M grant application through Congresswoman Lois Frankel's Office for CPF to replace some of the Town's oldest water mains that are made up of asbestos cement.
- May 19, 2022 – the Town received a letter from Congresswoman Lois Frankel's Office confirming they had selected our proposal and were submitting it to the House Committee on Appropriations for inclusion in the 2023 federal budget.
- May 23, 2022 – the Town Council adopted a Resolution supporting the Town's submission of CPF for this project.

Background

The Town utilizes a potable water distribution system consisting of a piping network that covers approximately 1,800 acres or 2.8 miles. The network is made up of pipes that are between 4 and 14 inches in diameter with the majority being between 6 and 8 inches in diameter. The oldest water mains were installed in 1962 and are made of asbestos cement that were installed behind homes along utility easements. These water mains have now exceeded or are nearing the end of their useful life and need to be replaced in order to ensure reliable water service delivery.

It is important to note, that all of these funding sources have various deadlines, criteria and possibly cost-sharing requirements that the Town would need to meet in order to qualify for consideration. We are working with all of our business partners referenced above to determine which current and/or future projects may be most likely to be funded under the existing provisions and we will continue to apply for such funding, if applicable.

Operations Department's Ongoing Projects

Title	Funding Yr	Start	Est Completion	Comments
WTP High Service Pumps Replacement	FY 2020/21 (rollover to FY 2021/22)	Aug 2021	Oct 2022	On hold, awaiting parts
E Lantana Rd Improvements	FY 2020/21 (rollover to FY 2021/22)	Not Determined	Not Determined	Pending contract award.
Lift Station Rehabilitation (6,16,18)	FY 2020/21 (rollover to FY 2021/22)	Not Determined	Not Determined	Contract awarded, awaiting scheduling with contractor
Sea Pines Stormwater Pump Station	FY 2020/21 (rollover to FY 2021/22)	Not Determined	Not Determined	Being advertised, .Bid closes 06/30/2022
WTP Filter Media Replacement & Improvements	FY 2020/21 (rollover to FY 2021/22)	Jun 2021	TBD	TBD
Water Main Replacement Under FEC @ Pine St	FY 2020/21 (rollover to FY 2021/22)	Not Determined	Not Determined	90% designed
ADA Ramp Re-Bid	FY 2021/22	Not Determined	Not Determined	Insurance claim has been settled, Ramp Design will be determined upon completion of the Dune Restoration Project
SE Atlantic Dr., Beach Curve Rd., Barefoot Lane, Lagoon Lane, N. Atlantic Drainage Improvements	Not funded	Not Determined	Not Determined	CSA with Baxter & Woodman approved 03/14/2022 to study and design drainage improve. on Hypoluxo Island
Beach Pavilion Repairs	FY 2020/21 (FY 2021/22 not funded)	Not Determined	Not Determined	Bldg. use/purpose being evaluated

Maddock Park CDBG	Grant FY 2021/22	July 2022	April 2023	Being advertised, Bid closes 06/28/2022
Milling & Paving Townwide	FY 2021/22	Est Nov 2021	TBD	Delayed pending ADA Ramp Cost
Beach Rails Phase II	FY 2021/22	Not Determined	Not Determined	Project deferred until FY 2022/23.
Pipe Lining/Manhole Rehabilitation Sanitary Sewer	FY2021/22	TBD	TBD	Contract awarded, awaiting scheduling with contractor

DEVELOPMENT SERVICES DEPARTMENT

Water Tower Commons Project Update

Phase II of the Residential project is currently in progress. The Town has issued building permits for Wawa. The site plan for Chick-fil-a was approved at the April 11, 2022, Town Council Meeting and building permits have been issued. Staff has also received a Special Exception, Site Plan, Landscape Plan and Text Amendment applications for a portion of the eastern commercial side of the project. The Developer is currently working with an artist to install a piece of artwork to fulfill the requirement of the Art in Public Places for the Development.

Treasure Coast Regional Planning Council Update

On August 23, 2021, Dana Little, Urban Design Director made a presentation to the Town Council to consider preparing a Master Plan for the Town. On January 24, 2022, Mr. Little presented a detailed scope of work as well as an Interlocal Agreement to Town Council, who voted in favor to approve the agreement and get the Master Planning Process underway. Staff and Mr. Little have formed the Host Committee, Stakeholders have been reached out to for individual one-on-one interviews and the Public Charette has been scheduled for July 9, 2022 at 10:00 AM at Town Hall.

Traffic Calming on W Pine St and W Ocean Ave

On March 15, 2022, residents gathered for a Citizen Meeting to discuss traffic calming along W Pine St and W Ocean Ave. Residents discussed desired locations and ideas for improving conditions for pedestrians and non-motorized vehicles in the neighborhood. Town Staff in conjunction with our contracted Traffic Engineers are currently working on next steps.

Traffic Calming in Pinewood St Area

On April 7, 2022, the Administration met with residents from the Pinewood St Area to address traffic and safety concerns that they had. As a result of that meeting, the Police Department conducted traffic enforcement on W Pine St, however no major concerns were observed. On May 24, 2022, the Administration provided information regarding our analysis and additional general traffic calming information via email to the resident that had requested the meeting. The Town will continue to review and monitor the area to see what type of traffic calming measure(s) may be utilized in the future, if deemed appropriate.

Traffic Calming Policy Update

The Town recently engaged Kimley-Horn, our Traffic Engineers, to review our existing Traffic Calming policy and Guidelines and to make professional recommendations and potential changes to the process in which citizens and staff make and review traffic calming requests, respectively.

Dixie Highway Parking

At the June 13, 2022, Town Council Meeting, several residents raised their concerns about the potential issues caused by the parking of cars near the intersection of Dixie Highway and Lakewood Avenue. Although this issue had been previously reviewed by FDOT, staff has reached out to them again to see what options may exist (including the removal of the parking spaces) at that location to improve visibility while pulling out of Lakewood Avenue onto Dixie Highway. FDOT is currently in process of reviewing photos and accident/incident information provided by the Town and is expected to contact us shortly with a recommend course of action.

Development Services Department's Ongoing Projects

Ongoing Applicant-Initiated Projects	<ul style="list-style-type: none">• Lantana Cabana (Restaurant at the Moorings) – Site Plan, Landscape Plan, Special Exception for a Planned Development• 1199 W Lantana Rd (Water Tower Commons Commercial) – Site Plan, Landscape Plan, Special Exception to modify the planned development, Text Change Amendment• Lantana Village – Site Plan, Landscape Plan, Special Exception for a Planned Development
Other Ongoing Projects	<ul style="list-style-type: none">• Coordination with outside vendors on permit process improvements, including future online permitting capabilities• Participation in the Palm Beach County Housing Action Plan
Active Special Event Permits	<ul style="list-style-type: none">• Food Truck at Sports Park (through September 2022)• Palm Beach Arms Collectors event at the Finland House scheduled for June 18-19, 2022

FINANCE DEPARTMENT

American Rescue Plan Act (ARPA) Funding Update

The Town received more than \$3.1M as the first tranche of ARPA funds in late September. Staff will evaluate the next course of action and how to best utilize these funds which must be obligated by December 31, 2024, and expended by December 31, 2026. Eligible uses of funds include responses to public health concerns raised by the pandemic, responses to negative economic impacts of the pandemic, premium pay to essential workers, improvements to water and sewer infrastructure, and replacement of lost revenue due to the pandemic. The ARPA annual report was submitted to the U.S. Treasury on April 8, 2022.

FY 2020/21 Annual Comprehensive Financial Report (ACFR)

The ACFR was submitted to the Town Council at the March 28, 2022 Town Council Meeting with an unqualified (clean) opinion.

FY 2021/22 Annual Budget

The FY 2021/22 annual public budget hearings were held on September 13, 2021 and September 23, 2021. The Annual Budget was adopted by Resolution on September 23, 2021. The FY 2021/22 Annual Budget was amended through the mid-year budget amendment at the April 11, 2022 Town Council meeting.

FY 2022/23 Annual Budget

The budget process began in April 2022. The FY 2022/23 annual budget documents were distributed to departments who submitted their requests back to Finance at the end of April. Meetings were held in mid-May where Management reviewed their requests. We continue to prioritize projects with the

intention to bring forward a balanced budget. The first budget workshop was held at 5:30 PM on June 13, 2022 and the second budget workshop is scheduled for 5:30 PM on July 11, 2022. The Town Council is scheduled to vote on the proposed millage rate and the date and time of the first public budget hearing at their regular meeting later the same night.

Town Council Visioning Session

On April 22, 2022, the Town Council held a Workshop/Visioning Session at the Finland House, which was publicly noticed and open to the public. In attendance were all elected officials, Town Manager, Town Attorney, Town Clerk and other staff. The meeting was the first of many that will assist in the preparation of the upcoming FY 2022/23 Operating and Capital Budget. At the meeting the following items were presented/discussed:

- The Town Attorney provided a Town Councilmember Orientation Session
- The Town Manager reviewed the Town's recent accomplishments, improvements as well as both current and future projects
- Various Department Heads and staff members provided departmental overviews that outlined each department's primary functions, accomplishments and short and long-term goals
- The Town Manager reviewed short-term goals that each Councilmember had individually identified as priorities to determine if there was consensus to make it a Town priority
- The Town Manager provided a list of items to determine if there was consensus to bring these items back for future Council consideration, if necessary

No formal action was taken at this meeting, as it was a Workshop.

Town Council Workshops

On May 27, 2022, the Town Council held a Workshop which was publicly noticed and open to the public. In attendance were all elected officials, Town Manager, Town Attorney, Town Clerk, other staff and members of the public. At the Workshop, the Development Services Director made a presentation pertaining to the Land Development Regulations and the status of downtown vacant properties.

On June 10, 2022, the Town Council held a Workshop which was publicly noticed and open to the public. In attendance were all elected officials, Town Manager, Town Attorney, Town Clerk, other staff and members of the public. At the Workshop, the Development Services Director made a presentation pertaining to the vacant Kmart parcel located at 1201 S Dixie Hwy.

No formal action was taken at either of the meetings referenced above, as they were Workshops.

Finance Department's Monthly Report (May 2022)



Town of Lantana
Finance Department
Monthly Report

<u>Item</u>	<u>May</u>
Number of accounts payable checks issued	138
Amount of accounts payable checks	\$ 642,036
Utility bills prepared	3,536
Utility accounts on Auto-Pay	831
Utility accounts opened	36
Town water consumption (in thousands of gallons)	5,281
Water consumed (net of Town usage in thousands of gallons)	50,261
Water/Wastewater Utility Revenue Billed	\$ 580,680
New employees	-
Separated employees	-
Number of interviews	10
Number of insurance claims managed	29
SysAid tickets completed (I.T.)	56
Security logs reviewed	6,013
Backups performed (computer, server, etc.)	368
Network add/change/deletions	88

LIBRARY DEPARTMENT

Temporary Location

While our Library facility is undergoing its remodeling project, the Library has been temporarily relocated to 418 S Dixie Hwy.

Remodeling Project Update

At the May 9, 2022 Town Council Meeting, the Town Council approved an Agreement with West Construction, Inc. to complete the renovation of the Town Library in an amount not to exceed \$734,227.20 (this amount includes a 5% Contingency). The Project is expected to be completed within one hundred twenty (120) consecutive calendar days (approximately 09/08/2022) from the Notice to Proceed (NTP) issued by the Town. Liquidated Damages in the amount of \$500.00/day shall be assessed if the Contractor fails to meet the date for Final Completion and will be deducted from any monies due the Contractor, if necessary.

As an incentive to complete this project early and to minimize any potential cost overruns, Contractor shall be entitled to a Performance Bonus, conditioned upon achieving Final Completion within ninety (90) days (approximately 08/08/2022) after receiving the NTP. The Performance Bonus will be equal to any remaining portion of the 5% Contingency Sum, should any portion remain. The Contractor will not be entitled to any Performance Bonus if Final Completion is beyond 90 days following the issuance of the NTP or if no portion of the 5% Contingency Sum remains.

Summer Reading Program: Oceans of Possibilities at your Lantana Public Library

The Summer Reading Program has started! The more books that kids, teens and adults read over the summer, the more chances they have to win prizes donated by local restaurants and purchased by the Friends of the Library! They can also earn prize drawing tickets by attending programs. The goal is to stop the “summer slide” – where youth lose 20-30% of knowledge over the summer which can turn into a snowball effect. We wanted to include our adults this year, too!

The Library had a celebration on Saturday, June 18, 2022 for Juneteenth and also, to celebrate summer reading. The celebration offered splash pads, games, snow cones, crafts and stories. Community members and patrons can register for the Summer Reading Program anytime this summer. Flyers will be distributed to schools, the Carlisle and an email will be sent to all staff. We ask those that sign up for Summer Reading Program if we may take their picture to help promote the Program.

Upcoming Summer Programs

Paws to Read – Read to a Sheriff’s Therapy Dog – Wednesdays at 11:00 AM

Seaweed Storytime – Saturdays at 11:00 AM

Gizmos and Gadgets STEM program for Youth – Tuesdays at 2:00 PM

Tie Dye and Shibori on the Rec Center Lawn – Wednesday, June 29 at 4:00 PM

Adobe Premiere Classes for Teens and Adults – Every other Thursday starting June 16 at 3:00 PM

Music Production with Lindsey Mills – Starting June 28 from 12:00 PM – 3:00 PM

...and more! Get a full schedule at the Library.



POLICE DEPARTMENT

Police Department’s Ongoing Projects and Current Trends

- The communications center equipment has been installed and is operational.
- Two (2) of the three (3) Ford Utility Interceptor vehicles have been delivered and are being scheduled for equipment installation.
- Selective Traffic Enforcement Program (STEP) continues in various areas throughout Town to address traffic violators.
- Tax Refund Season – Protect yourselves against identify theft and fraud, do not provide your personal information (e.g., social security number, birthdate, etc.) over the phone or via the internet.
- We are experiencing an increase in BITCOIN fraud cases in which the victims are receiving phone calls and are being asked to provide personal information over the phone. Do not provide any of your personal information over the phone or via the internet.

FIRE RESCUE DEPARTMENT

Fire Rescue Department's Municipal Call Type Report Chart



Palm Beach County Fire Rescue
Lantana - # of Calls by Type
 20220501 to 20220531

Type - Situation Dispatched	# of Incidents
Medical Calls:	203
Vehicle Accidents:	22
Water Related Incidents:	1
Fires:	3
Hazardous Situations:	1
Assists\Investigations:	17
Alarms:	23
Train Incident:	1
Total number of Events:	271



Note: Fire Rescue Services (Fire Station #37) are provided through a 10-year interlocal agreement with Palm Beach County that expires on December 31, 2027.



Town of Lantana
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