

# WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

April 15, 2021

**Rolling Acres Sports Complex:** It came to our attention that people were practicing their golf game on the field instead of using the driving range. This causes damage to the field with the divots. Upon speaking with Mike Burske, he said there will be signage put out as soon as possible with an ordinance to follow.

**Lake League of City Luncheon.** I attended the luncheon in Mt. Dora with Commissioner Hannan on Friday. Commissioner Hannan introduced me to Fruitland Park Officials along with many others. Thanks, Commissioner Hannan!

**Lady Lake Chamber Board Meeting:** Mike Burske and I attended the Chamber Board meeting Wednesday morning at Outback Steak House. I had the pleasure to meet the members, Leslie DiCesare, Executive Director, and Vicki Kerley, President. There will be the Business to Business Expo this Thursday at the Water Oak Community Center.

## **DEPARTMENT HEADS' MEETING:**

The Department Heads' meeting was held Tuesday when we reviewed the upcoming Commission meeting agenda. We gave updates on our weekly activities. I spent time with John Pearl looking at the space at the library in reference to moving the Information Technology Department to the second floor. I also spent time with C.T. Eagle going over his projects and site visits.

## **CLERK'S OFFICE (Nancy Slaton):**

Mittauer & Associates, Inc., completed the bid documents for Wastewater Treatment Plant Improvements Phase I for the Public Works Department. This bid was advertised by the Clerk's Office on Sunday, April 11, 2021, in the Lake Sentinel, and online on DemandStar on April 12, 2021. These bids are due to be turned in to the Clerk's Office by 2 p.m. on May 6, 2021, for the bid opening.

The Clerk's Office has been working to clear up delinquent 2020-2021 business tax receipts for local businesses in Lady Lake. A letter was sent out by the Clerk's Office in early January of this year to these delinquent businesses, asking for payment or updates on business operations in Lady Lake. At that time, there were 98 delinquent accounts. In March, 51 accounts were still delinquent, and these cases were turned over to Lori Crain, the Town's

Code Enforcement Officer. Since that time, Lori has discovered that some businesses are no longer operating, and some were confused by Lake County's repeal of their business tax receipt. Others were thrown by this past year's pandemic. At this time, there are only four pending delinquent accounts, thanks mainly to Lori's determined and investigative efforts, which are much appreciated. Great Job, Lori!

**FINANCE DEPARTMENT (Pam Winegardner):**

Budget spreadsheets have been sent to the Department Heads to start work on the Town's Fiscal Year 2021-2022 budget. All departments are to submit to the Finance Director any capital items requests (\$3,000 and over and over one year of life) by Thursday, April 22<sup>nd</sup>. Operating budgets are due back to the Finance Director by Thursday, April 29<sup>th</sup>.

Finance is working on providing information to each department on their reoccurring expenses such as cell phones, copiers leases, maintenance agreements, cleaning costs.

The Comprehensive Annual Financial Report (CAFR), also known as the Fiscal Year 2019-2020 Financial Report, is completed and is being assembled for Town Manager and the Commissions' review. The auditor from Shumacker, Johnston & Ross, PA, will meet with the Town Manager next week and provide the annual report and recommendations, if any to the Commissioners in May.

**GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):**

The department is continuing to move forward in the process of migrating to the CitizenServe software implementation for online permitting and the provision of building and code enforcement services. Team members Malina Wright of the Building Department, and Lori Crain, our Code Enforcement Officer, have offered key insight and commentary over the last two weeks which has provided direction for our consultants to really build the applications in a manner which will best serve the Town's needs and enhance the customer service experience. Their efforts are greatly appreciated.

We are continuing to process site plans for Outparcel D in the Lady Lake Commons shopping center, anticipating the future construction of a bank and retail establishment, as well as plans for Outparcel 5 of Lady Lake Crossing (the former Sweet Tomatoes) for the conversion into another restaurant in the coming months. Marty DelleBovi of the Benchmark Group is seeking tenants at the present time to occupy the vacated Stein Mart space; however, a lease has not been secured to date.

Staff had a meeting with representatives from the Ye Olde Thrift Shoppe (located adjacent to the Log Cabin on Lady Lake Boulevard) on Monday to discuss the progress of the project. The

buildings are nearing completion with minor interior finishing to be done, as well as exterior painting and signage. Work on the parking lot area and landscaping should begin next month, and the project should be completed mid-summer.

The building department issued 62 permits over the last week, and 88 inspections were conducted in the field.

**HUMAN RESOURCES (Maureen Gochee):**

Human Resources (HR) received another request for tuition assistance. Currently, the Town does not have a Tuition Reimbursement program. HR put funds in the 2022 budget for consideration and obtained a sample Tuition Reimbursement policy from the City of Eustis.

I have been working with utilities to complete the application for the 2021 — 2022 Pollution Coverage that is due May 15<sup>th</sup>.

**INFORMATION TECHNOLOGY (John Pearl):**

The Community Development and Document Management software implementation projects continue on schedule and with good participation. The initial Document Management administrator training has been completed; initial user training is scheduled for next week. The Chambers Audio, Video and Camera system upgrade has been completed. Microsoft Teams Live Event training will be scheduled soon. Staff completed incremental improvements to our Electronic Bill Payment, Geographic Information System (GIS), and Law Enforcement Data Exchange applications this week. The Enterprise Resource Planning (ERP) software Request for Proposals (RFP) final draft has been completed. A meeting to review the RFP and selection process has been scheduled to occur later this month.

**LIBRARY SERVICES (Lori Sadler):**

The library received much positive feedback based on the activities held during National Library Week (April 4th thru the 10th). Many patrons, both adult and children, especially enjoyed the raffles, with almost 50 participants.

Virtual programs continue throughout the Lake County Library System, and we are also taking small steps to safely begin to resume in-person programs. Adult book discussion group was held this week as well as individualized help sessions for downloading electronic materials to mobile devices. Reservations are required with limitations on numbers due to social distancing restrictions. In the Youth library, appointments can be made to read with Scarlett, the therapy dog, and to participate in family crafting for ages 5 and under. Virtual preschool story time took place this week, as well as Kourtney's Craft Corner. Storytime crafts and "Make and Take" craft kits are available throughout the week.

The Lake County IT team updated our public computers with a new image. Although this new image provides many “behind the scenes” improvements to the patron computers’ interface, the patrons did note the addition of a more user-friendly login and logoff process.

Collection management has also been a focus in our ongoing pursuit to provide the best possible customer service experience to our patrons. Improvement in item labeling and alphabetizing of DVD’s and paperbacks is complete. A Local Authors’ collection is also being showcased at the library.

**PARKS & RECREATION (Mike Burske):**

Parks and Recreation has been focusing on the landscaping at the Community Building. At the writing of this report, staff has removed the plant life that we do not intend to keep at the building and have removed most of the large roots which have developed over the years. This morning, staff began designing and digging to replace and repair the current irrigation at the building. In addition to this project, we had to repair the field lights at Harry Sacks Field and perform routine maintenance as needed for the park facilities.

The Parks and Recreation Director has been working on a proposed ordinance that will limit golfing to just the Lady Lake Driving Range. In addition to the ordinance, I have met with Parks and Recreation Maintenance and discussed the needs for next years’ budget. We anticipate that we will finish up our proposed budget early next week. The sign company has scheduled virtual training with Town Staff for the afternoon of April 29<sup>th</sup>. Until then, the sign will display the date and time. The saxophone concert schedule for April 16<sup>th</sup> has been postponed due to the artist having health issues. I will be working with the First Baptist Church of Lady Lake to reschedule this performance.

**POLICE DEPARTMENT (Chief Rob Tempesta):**

**Officer of the Year 2020** — The Lady Lake Police Department would like to recognize Detective Matthew Duryea as its Officer of the Year. Throughout the course of the past year, Detective Duryea has accomplished several things that distinguish him from his peers. He has demonstrated a strong commitment to the Police Department and the community alike. He routinely demonstrates a professional attitude and has a tenacity and work ethic nothing short of exemplary.

Detective Duryea was assigned a sexual battery case in 2019 that he worked diligently on and was instrumental in the indictment of the suspect for child pornography. He worked with Homeland Security and the Ocala Police Department on the case which was prosecuted by The United States Attorney’s Office. The case went to trial in Federal Court in 2020 and the

defendant was convicted of the charges of possession of child pornography. There were over 2,700 files recovered depicting children being sexually assaulted and exploited.

After the completion of the trial, Detective Duryea received a letter from the Assistant United States Attorney commending him. The letter stated that Detective Duryea was heavily involved and performed well and the Judge proceeding over the trial praised him.

Detective Duryea's strong work ethic, investigation skills and passion for his position stand out amongst others. In 2020, he became a Task Force Officer with the Department of Homeland Security. He currently assists other surrounding agencies with their investigations and continues to close out cases with convictions.

Detective Duryea should be recognized for his personal motivation, excellent teamwork and the professionalism he displayed over the duration of the year; furthermore, this exemplary performance demonstrates his dedication to this department and more importantly to the community to which he serves.

Detective Duryea will be recognized at the 40<sup>th</sup> Annual Law Enforcement Officer of the Year "Service Above Self" Luncheon presented by the Leesburg Rotary Club and also by the American Legion Post 347 at a future meeting. Outstanding, Detective Duryea!

**PUBLIC WORKS (C.T. Eagle):**

**Streets:** Staff received a few resident concerns regarding stormwater runoff after heavy rains over the weekend. All concerns have been responded to and no significant damage was reported.

**Facilities Maintenance:** Exterior landscaping improvements to Town buildings in progress.

**Community Building Renovation Project:** Restroom fixtures installed, access control systems install in progress, flooring in progress, and Parks and Recreation staff working on exterior landscaping and parking improvements.

**Motor Pool:** Police Department Vehicle 2164 involved in an accident; total loss, picked up and taken to salvage.

**Utilities — Water and Sewer:**

Non-Pay disconnects performed; 15 Residential, 0 Commercial Accounts.

Two water service line breaks repaired, and Boil Water notices issued for customers on Maine Avenue 4/7/21 and Winners Circle 4/13/21. No issues to report.

New Class C Water Plant Operator started 4/12/21 - Daniel Myklejord.

Coordinated with Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project. Continued and ongoing throughout the project.

Well #4 and #5 Project Phase 1 being put out to bid, bids due in May.

Wastewater Treatment Plant Improvements Project Phase 1 out to bid, bids due in May.

Administration: US 27/441 Road Widening Project – Demolition and Milling operations north of the overpass in progress, no lane closures but work will impact traffic flow.

Caroline Avenue/Taylor Property acquisition for right of way; surveyors performing boundary survey this month.