

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

May 13, 2021

The **Manager's meeting** was held this week to review the agenda items for the next Commission meeting. The topic was "The Toughest Person to Lead is You". I was pleased with the project list that was supplied to me by C.T. Eagle and the event schedule by Mike Burske.

IT Department Visit: On Monday, John Pearl introduced me to Patrick Kauper, GIS Technician. Patrick demonstrated his GIS Mapping program. Keith Randich is the System Analyst for the past two years. Keith was the I.T. Director for the City of Atlantic Beach. Keith is responsible for the deployment of the new enterprise software program. Andy Crogan is the System Administrator after retiring from the Police Department. Andy has been very helpful assisting and training staff.

I had the chance to meet with **Mike Burske** for a one on one this week to talk about the present and future goals for Parks and Recreation. I am very happy about the events that are scheduled for the coming year. It is a known fact that communities that focus on events, parks, and recreational activities, draw people to want to live, visit and do business with the Town.

I attended the **Chamber Board meeting** by Zoom on Wednesday morning.

CLERK'S OFFICE (Nancy Slaton):

Clerk's Office staff prepared and posted the packet for the May 17th, 2021 Commission meeting, as well as the agenda for the May 25th, 2021 Special Magistrate meeting.

The ad for Bid #2021-0002 for the construction of Wells #4 and #5 was sent into the Lake Sentinel and will be published on DemandStar, a network that connects government procurement agencies with business suppliers, on May 16th; with bid opening scheduled for June 15th.

The Town Manager and I hope to schedule interviews for the Deputy Town Clerk position within the next couple of weeks.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

Staff issued the development order for Water Oak Country Club Estates – Hilltop Expansion Phases 2 to 4 this week. Also, site work is underway for the Lake Ella Estates Subdivision in the

south area of Town off Lake Ella Road, adjacent to Green Key Village. The development will be a 232 lot, all-ages subdivision, constructed in three phases.

Building and Code Enforcement staff continue their efforts in the CitizenServe implementation project.

Becky Higgins, our Development Coordinator, completed the compilation of preliminary information for our Building Code Insurance Services Office, Inc. (ISO) report 2021. The audit occurs every three years with the last one being conducted in 2018. The resulting Building Code Effectiveness Grading Classification at that time was a 4 for one and two family residential property and a 3 for commercial and industrial property, on a classification scale from 1 to 10. A class 1 represents the highest level of effectiveness. The result of an audit with good scores may be beneficial for lowering insurance rates in the community. Staff will meet with ISO representatives in June to evaluate our information and we will receive our new ratings shortly thereafter. A "thank you" is extended to Becky for her research and hard work.

The building department issued 58 permits over the last week, and 98 inspections were conducted in the field.

INFORMATION TECHNOLOGY (John Pearl):

The Community Development and Document Management software implementation project teams continued their development efforts this week.

Staff has continued a particular network security infrastructure project for the municipal and police local area networks this week that has been in development for several months. This project is nearing completion soon.

The Enterprise Resource Planning (ERP) Request for Proposals (RFP) pre-proposal conference call is scheduled for next Tuesday, May 18th.

The GIS water system field verification project continues.

Staff continues to work on Fiscal Year 2022 budget preparation.

LIBRARY SERVICES (Lori Sadler):

The Lake County Library System is once again offering its annual Food for Fines initiative to library patrons from May 1 to 31. During the month of May, library fines and overdue materials will be forgiven in exchange for donations of dry or canned food items, hygiene and baby products, and packaged pet food. This program offers library patrons a chance to have their library fines waived while also helping to get food and other essentials to those in need. Each unopened, unexpired item will equate to \$1 forgiven for overdue library fines. At the end

of our first week of collections, the Lady Lake Library collected approximately 120 items, therefore paying back \$120 dollars in patron fines. Many patrons are bringing in donations even though they don't have library fines. Just another example of our community's generosity.

The adult fiction book discussion group met this week and the youth library held several in-person programs this week. The youngsters attending Storytime were excited to participate. It was great to hear their sing-along voices and the giggles of children again. Take home craft kits continue to be popular and are in constant demand. This week the youth department is getting ready to start the summer reading program registration. Summer reading registration begins Monday, May 17th. The first 40 children who sign up will receive a bag with Pokémon goodies. The youth library had a wonderful turn out for their first video game program and look forward to continuing it throughout the summer with a tournament.

Planning for the month of June, with additional youth and adult programs, is keeping the staff busy and motivated.

PARKS & RECREATION (Mike Burske):

The Parks and Recreation Department has been painting the gazebo at Heritage Park and treating insects on all of the sports fields. We have kept up with general maintenance and regular duties as scheduled.

The Parks and Recreation Director is currently reaching out to vendors for park products with the proposed trail project. We accepted the first drafts for the design of the trail, and I am now seeing the project come to life on paper.

I met with the Town Manager, Library Director, and Administrative Assistant to the Town Manager concerning the Community Building. The Parks and Recreation Director is excited to have the opportunity to expand his duties to include working with this building. I was present at the Lady Lake Area Chamber of Commerce's monthly meeting and met with the Town Manager to discuss the Parks and Recreation Department and potential direction for the future.

The leagues will be finished this week and we will go into summer maintenance and projects. I will begin preparing the events for next year.

POLICE DEPARTMENT (Deputy Chief Jason Brough)

The Lady Lake Police Department will be participating in National Law Enforcement Officers Week activities. We will be attending the Peace Officer Memorial Service on Saturday, May 15th, at the Veteran's Memorial Park where we will be reading the names of fallen officers. We

also will be attending the Leesburg Noon Rotary's Service-Above-Self Ceremony at the Venetian Center in Leesburg on May 19th. On June 9th, the American Legion in Lady Lake will be recognizing our Officer of the Year during their scheduled 6 p.m. meeting.

PUBLIC WORKS (C.T. Eagle):

Maintenance:

Streets: Staff cleaned inlets and storm drains throughout the Town. Performed tree trimming in right of ways. Monthly street sweeping was performed last week on all Town maintained roads.

Community Building Renovation Project: Interior buildout is complete. Fire inspections passed this week. Final building inspections are in progress, some punch list items remaining. Public Works staff finished the window tinting, relocating the sidewalk, and installing the decorative fence around the HVAC unit this week.

Utilities — Water and Sewer: 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. This week staff assisted the contractor with water line locations to keep the project moving forward.

Phase One of the Wastewater Treatment Plant Modifications Project bid submittals were opened on May 6th. The Town received seven bids; the lowest bid was \$611,700.00. Well under the \$1,000,000 estimated cost, which is great news.

Universal Environmental Services performed core drilling, site testing and preparations at the Public Works Complex this week for the upcoming Well #4 project and Wastewater Treatment Plant Improvement projects.

Staff performed meter reading and re-reads this week.

Staff collected monthly Bac-Tee samples this week for the water treatment plants.

Administration: Wade Surveying finished and submitted the boundary survey for the Taylor property on Caroline Ave this week. The survey has been sent to the Town Attorney to finalize the paperwork for the purchase of the property for use as a road right of way.