

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

October 7, 2021

Shout Out to Julia Harris for her work on the employee newsletter every month that contains employee and town events, meeting schedules, health tips and job openings; they are designed with great layouts and photos. Julia also produces the Safety Town Newsletter that provides safety tips such as cybersecurity best practices, workplace safety puzzles that test your knowledge, reducing fatigue risk and other safety tips that help reduce workplace injuries. Great Job Julia! Jan Miller, Administrative/Community Coordinator at the police department did a great job organizing the Public Safety Day at Little Blessings Daycare. Thanks to all the participants from the Police Department. Developing relationships starts with the children. Great Job Jan!

I attended the Lake County Legislative Delegation Hearing that was held on Wednesday morning in Leesburg. The bill that created the most discussion was the proposal to eliminate the elected board members of the Lake County Water Authority and place them under the control of the Lake County Commissioners. The purpose would be to streamline operations. Many in attendance did not want to see this happen and felt the operation did not need any changes. Lake County has requested funding from the state for many projects such as needed repairs to Fire Station 71, County Road 42 fixes to areas prone to flooding and the preservation of the Lincoln Park Community Center. Next year we may want to consider requesting funds for our water & wastewater projects.

CLERK'S OFFICE (Nancy Slaton):

The Clerk's Office received the last of the "on-time" business tax receipt renewals on September 30, 2021. Penalty fees are 10% in October, 15% in November, 20% in December and 25% in January. In January, delinquent notices will be sent and those still unpaid will be forwarded to Code Enforcement in April.

The Local Planning Agency and Commission meetings were held this week and the draft minutes are available for both. Packets for the Planning & Zoning, Parks & Recreation, and the Library Board meetings to be held during the week of October 11, 2021, are prepared, and distributed.

Training for Laserfiche was postponed due to scheduling issues. Hopefully, training will be rescheduled in the next week or two.

We've fielded a lot of calls regarding the CR 25 detour and the timing of the traffic lights on Fennell and 441. C.T. has made the contractor and FDOT aware of the issues.

Nancy Slaton was out this week, so Carol and I learned firsthand how much work she cranks out in a week!

FINANCE (Pam Winegardner)

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week staff received plans for the Lady Lake Square Apartments project which consists of 288 units on 24 acres, located south of Griffin Avenue and west of County Road 25, behind the Sam's Club. Lady Lake Square Apartments will be the fifth major development from the Benchmark Group whose prior projects include Lady Lake Commons, Village Crossroads, Lady Lake Crossing, and the Sam's Club.

Interior work continues for the Sportsman's Warehouse located in the vacated Stein Mart building, as well as the Chipotle restaurant in the former Sweet Tomatoes, and construction continues at Outparcel D in the Lady Lake Commons shopping center for a new bank and retail building.

Building plan revisions were received for the 7-Eleven store, car wash, and fuel canopy. The building permit for the Big Dan's Car Wash located at 135 North Highway 27/441 was also released this week.

The building department issued 124 permits over the last week, and 92 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

No report this week.

INFORMATION TECHNOLOGY (I.T.) (John Pearl):

Multiple network security infrastructure projects have continued this week with the IT Department (John) and multiple vendors. These projects involved vulnerability detection and remediation, incident response plan development, and password management.

Staff (John and Andy Crogan) are beginning the planning effort for our annual hardware lifecycle program. Multiple vendor calls were conducted this week.

The community development software implementation project continued this week with the Building Department (Malina Wright and Becky Higgins), Code Enforcement (Lori Crain), IT (John) and the vendor Citizenseve. Efforts continued to focus on application configuration.

The document management software implementation project has continued this week with discussion facilitated between vendors MCCi and Citizenserve regarding the integration of these applications. Secure access has been established and workflows are being configured.

Patrick Kauper continued development of GIS data models for our fiber optic network in anticipation of the beginning of our work with Magellan Advisors in October to develop a fiber optic network master plan.

The GIS water system field verification project continued this week with IT (Patrick) in the field collecting GIS coordinates for various utility assets.

An ERP strategy call is planned for later today with Government Finance Officers Association.

LIBRARY SERVICES (Lori Sadler):

This week in the library we are celebrating "Mystery Series Week". In 2011, a small publishing company called Purple Moon Press designated the week of October 4th – 10th each year as Mystery Series Week. Reading suspense fiction can give us a mental workout, using several parts of the brain. So, we pay homage to those reoccurring crime fighting sleuths that have made their way into our culture. Great job by library assistant, Ruth Patterson, in creating this display.

A representative from UnitedHealthcare utilized our lobby this week to provide information and answer any questions regarding health care insurance. UnitedHealthcare is dedicated to helping people live healthier lives and making the health system work better for everyone. Their representatives are planning to come back to the library on five additional dates.

It is certainly looking like fall inside the library. A fun and festive display welcomes everyone as they come into the adult library through the main entrance. Thank you to Mike Burske and Van Kao for the straw bales. Other displays highlight Halloween Movies, Ghost and Spooky Stories, Halloween Fiction, and "Those Spooky Locals", a collection by local authors.

In the youth library, the Storytime theme, "Good Night," brought in an eager group of youngsters. Youth displays include fall coloring pages and fall-themed books. The Teen/YA display features Thirteen Scary YA Books (diverse edition). "Grab and Go" crafts continue to be popular in both the youth and adult libraries.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. We have had Van working to correct the lightning damage to the 80-foot poles on the soccer fields. He was able to repair much of it himself saving the Town a lot of money. We went from 10 lights out to just three and will get a lift before daylight savings time ends to replace the last three bulbs.

Along with the Mayor and the Chief, I represented the Town at the Lady Lake Kiwanis installation banquet last Thursday evening. It was a great event with new leadership in place for the Kiwanis. As you already know, they work closely with the Town for many of our activities.

We have continued marketing for the parade and the Not TOO Scary Halloween Event. We have around 36 different groups and activities for the kids scheduled to date. We are not at pre-pandemic levels of groups, but we have two weeks to go. We have four applications in for the parade so far.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: The Lady Lake Police Department participated in a "Safety Helpers" parade at Little Blessings Day Care at North Lake Presbyterian Church on Tuesday, October 5th. The children were able to see both marked and unmarked patrol vehicles along with the Community Service Aid and Animal Control truck. McGruff the Crime Dog was there to greet the children. The Villages Fire Department participated and had Sparky the Fire Dog there as well. All children received a cool looking police hat, stuffed animal, and candy. The fire department gave out fire safety bags and coloring books. Town Manager Bill Lawrence attended and was able to meet the children and school staff who appreciate this event.

The police department also participated in The Villages National Night Out parade. The parade started in Spanish Springs Town Square then proceeded to Lake Sumter Landing and finished in Brownwood Paddock Square. Members from area agencies greeted citizens in Brownwood Paddock Square.

Public Safety: Please be aware of changing traffic patterns during the construction process. A portion of CR 25/Teague Trail is closed from Fennell Blvd south to US Hwy 27/441. Traffic is detoured on Fennell Blvd to US Hwy 27/441 to continue southbound travel. Please be patient. Motorists can also use Griffin Ave to alleviate traffic on Fennell Blvd. Members of the police department are monitoring traffic for speeding and other violations. Please be courteous to other drivers and slow down to avoid a traffic crash.

PUBLIC WORKS/UTILITIES DEPARTMENTS (C.T. Eagle):

Maintenance (Ted Williams, Supervisor):

Inspections of new stormwater piping and new curbing installations at Lake Ella Estates continued.

Gathered information for the upcoming NPDES Stormwater Report required by FDEP.

Streets (Kon Scott, Travis Lacey, and Justin Wallace - Lead Operators):

Road patching, storm inlet cleaning, and wash out repairs continued.

Litter pickup in the rights of way around Town is ongoing.

Tree trimming took place at the library, ballfields, and along Town streets in the Villages.

Travis's crew performed some preventative maintenance at the library using the lift truck to seal up rain drains high up on the outside walls.

Kon's crew mowed right of ways around town.

Worked on landscaping at the Public Works Complex.

Facilities Maintenance (Albert Rachel, Lead Operator and Eric Welcome, Operator II):

Continued working on landscaping improvements for Town Hall/PD and the Library.

Continued repairing parking lot lights at Town Hall, Police Department, and Library.

Treated grounds for ants at Town Hall.

Worked on plumbing issues in the Kids Library.

Kitchen Remodel Project at Town Hall continued.

Installed screens on roof vents at the Kids Library to keep critters out.

Coordinated with Orkin Pest Control regarding flea issues in the Kids Library attic.

Met with and coordinated with roofing contractor regarding warranty repairs on the Kid's Library Roof.

Exterior painting and concrete refurbishing of the Public Works Administration Building completed. Roof replacement is the next project. The building looks as good as new.

Commission Chambers Remodel Project continued, working on building new handicap ramps and desk extensions.

Motor Pool (Joe Grubb, Lead Mechanic and Billy Kohler, Mechanic):

Continuing service and repair of the Town's Fleet and maintenance equipment, including weed trimmers, hedge trimmers, mowers, backhoe, fleet vehicles, trucks, and the lift truck.

Utilities — Water and Sewer (Thomas "Butch" Goodman, Supervisor):

Distribution and Collection Systems Field Operations (Robert Barnes, Lead Operator):

The supervisor and field staff are in continuing and ongoing coordination with the Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project.

Performed monthly meter reading and re-reads.

Waterline repairs made on Carriage Lane this week.

New utilities installation inspections continued at Lake Ella Estates.

End of fiscal year inventory by the Town Auditor was completed and we are in good shape.

Water and Wastewater Treatment Plants (Daniel Mykeljord – Water Plant Operator, Darryl Flanders – Lead Wastewater Plant Operator, and Steve Pfouts – Dual Certified Plant Operator)

Prepared and submitted MOR's and Quarterly Disinfectant Reporting to FDEP.

Phase One of the Wastewater Treatment Plant Modifications Project. Work continued by the contractor, SGS.

Phase One of the Well #4 and #5 Project, proposals from contractors are being received and reviewed by the Town Engineer for near future Town Commission consideration.

Administration:

CR 25 was closed by FDOT contractors at the overpass this week to prepare for the removal of the south bound overpass bridge on US 27/441. Traffic is being detoured onto Fennell Blvd. The closure has caused some delays and driver confusion. Both FDOT and the contractor are aware of the issues and are making adjustments as needed, including the addition of more signage, adjusting the traffic signal timing on Fennell Blvd, and instructing the project engineer to perform a study to make further recommendations.

Reminder that updated information regarding the FDOT US 27/441 Road Widening Project can be found here [FDOT Project](#). Questions and concerns can also be submitted via this website.