

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

October 14, 2021

Shout outs this week go to Kathy Learn and Mena Bodie in Utilities. They had a low number of shut offs this month. Great Job!

I attended the Lake County Managers meeting last Thursday in Leesburg. This was my first meeting, and I had the chance to meet with several regional managers. There were no speakers at this meeting, but there was general discussion. The discussion centered on how Lake County derives its funding formula for its municipal libraries. This is currently being done based on circulation numbers. Some feel this formula can be manipulated.

The Department Managers meeting was held Tuesday morning to review the Commission meeting agendas for October 18th. I gave updates on the delegation meeting and the Lake County Manager's meeting. We discussed the art of communication.

I attended the Chamber of Commerce Board of Directors meeting on Wednesday morning at the Community Building. A status update was done on the Fireworks Fundraising. The 50/50 raffle tickets are being sold and Benchmark Group has donated \$5,000 for the fireworks. We discussed the busy fall and winter event schedules, and I was asked about updates in upcoming development projects and traffic concerns.

CLERK'S OFFICE (Nancy Slaton):

Carol and Nancy W. did a good job of holding down the fort in the Clerk's Office while I was away the previous week and a half. It was a busy time for them; processing and publishing Local Planning Agency (LPA), Commission, Planning & Zoning Board, and Parks, Recreation & Tree Advisory Board meeting agendas and packets; and Nancy W. attended and completed the minutes for the October 4th LPA and Commission meetings. Thanks to both of them for getting it all done!

This week, the Planning & Zoning (P&Z) Board, the Parks, Recreation & Tree (PRT) Advisory Board, and the Library Board met. Nancy W. completed the minutes for the P&Z Board, and Carol will be completing the minutes for the PRT and Library Board. The agendas and packets for the Special (Conceptual) Commission and the regular Commission meetings for October 18th were processed and published this week. The agenda for the October 26th Special Magistrate meeting was also published this week.

The chairs we ordered for the Commission Chamber dais seating were delivered this week. I believe the Commissioners will like their look and find them very comfortable, as well!

Thanks to Jan Miller in the Police Department for her assistance in selecting the chairs and getting us a good deal (she has connections!), and to Julia Harris for her assistance in the ordering and delivery of the chairs.

Reminder to those members (and alternate members) of the Town's Canvassing Board: Our first day for training is coming up on October 26th at the Lake County Supervisor of Elections Office in Tavares.

I am considering the scheduling of another records destruction trip to the Covanta incinerator in Okahumpka in early December. Department heads will be checking with their staff in charge of records storage to see if another trip is warranted this year.

Thanks to Andy in I.T. for finally getting my laptop to connect to our network when I am away from the office; it was a frustrating time for us all. We appreciate our I.T. Director's efforts to keep our information safe, although it may take some extra work to get there!

Thanks also to Eric in Public Works for cleaning the windows at Town Hall! He noticed they needed it and did it without anyone having to request it.

FINANCE (Pam Winegardner)

The Florida Department of Revenue has approved the Town of Lady Lake's millage and budget process which includes submitted ordinances, resolutions, advertisements, and minutes. The Department is very strict on transparency and detail.

The budget is a lengthy process which starts in March of every year and requires input from all department heads, supervisors, town manager and the finance department. As the budget is created in excel, it takes a lot of painstaking time to try to prevent errors in formulas, text, and dollars. A big thank you to Dawn Woods who labored over historical costs, formulas, formatting, and the assembling of the book which includes the pictures.

Purchase orders are being closed out and the new FY22 P.O.s coming in must be put into the system. Tracking projects such as the wastewater treatment plant, well projects, the walking trail and the CARES funded projects is labor intensive. Our accounting specialist has been doing the work of one and a half persons due to our part-time finance employee becoming full-time but needing to spend all her time helping the Human Resource Department.

The accounting specialist, Becky Hewett's job entails sorting mail, matching invoices to purchase orders, tracking down missing invoices, getting invoices sent out to apartments for approval and making sure they are timely returned, tracking the above projects to be sure all are correctly billed, counting and creating the daily cash deposits and posting, cutting checks, inputting new vendors, tracking capital assets for the asset manager among other

duties. Thank you, Becky, for being a hard worker, having a great work ethic and going above and beyond.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week staff received plans for annexation of an additional approximate 150 acres in association with the Hammock Oaks property south of County Road 466. A site plan application was also submitted for Lakeview Health, a 2.4-acre parcel on County Road 466 located west of Sunset Plaza and east of the SAP Holdings project that is currently under construction.

The development order was issued for the 7-Eleven store project this week and the building plans for the store, car wash, and fuel canopy have been reviewed and approved. Also, the Lady Lake Square site plan, an apartment complex of 288 units, is currently under review.

The Growth Management Department would like to extend a thank you to Andy Crogan of the Information Technology Department for his efforts over the past few weeks. Thank you for the many help desk responses that you have fulfilled to keep communications going for our department and resolving the software hang-ups that can interrupt the course of our work.

The building department issued 52 permits over the last week, and 65 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Parks and Recreation Operator I interviews have been scheduled for Monday, October 18th at Town Hall. Three candidates were selected to interview. The Town of Lady Lake has several jobs opportunities available. For more details, please visit our website at ladylake.org.

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

Multiple network security infrastructure projects have continued this week with the IT Department (John) and multiple vendors.

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

The document management system records management training for staff will be scheduled for later this month, details to follow.

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

Our email service will be down for maintenance this weekend.

The vacancy announcement for the open System Analyst position will be posted later today.

LIBRARY SERVICES (Lori Sadler):

This week in the library, Nancy's book discussion group met to discuss the endearing novel, "Fried Green Tomatoes at the Whistle-Stop Café" by Fannie Flagg. Nancy will be launching a new reader's event, meeting for the first time on October 21st. "Let's Talk Books" will be an informal opportunity for people to share book resources, including titles enjoyed and sources utilized. Participants will discuss their joy of reading and book selections, both fiction and nonfiction. Nancy is always able to get people excited about reading.

SHINE (Serving Health Insurance Needs of Elders) counselors returned this week, offering one-on-one Medicare and health insurance counseling services. SHINE visits the library on the second and fourth Wednesdays of each month.

The Lake County Supervisor of Elections office will utilize our second floor meeting rooms this week for the first of several training sessions for their election poll workers.

Hosted by The Villages Chess Club, The Connor Eickelman Lake County Classic Chess Tournament will be using the library's meeting room facilities this Saturday, October 16th. This tournament was first held here at the library in 2018. Fifty-eight registered participants are expected, drawing chess enthusiasts from all over Central Florida. This is the first tournament sponsored by the Villages Chess Club since the Covid-19 pandemic in March 2020.

In the youth library, Nicole and Kourtney are putting the finishing touches on their Halloween booth for the Town of Lady Lake's Halloween event. They have prepared giveaway bags as well as tickets to redeem for a free book from our Friends of the Library group. Nicole and Kourtney are looking forward to seeing everyone again and can't wait to get back out in the community.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. We have been informed by the Little League that we have water standing on the Junior field after heavy rains. This is standard with most any facility, but Brad will be taking the lead on adding a substantial amount of sand to the field to see if we can improve on the drainage. Van worked with the electrician to get some power issues with the lights at Harry Sacks Field. Yet again, we were fixing lightning damage to the field. Vicky worked with Heritage Park and the Butterfly Garden. The results are impressive. We did have a call out on Tuesday when it was noticed that our gate was opening and closing on its own. This has been resolved by Van. Van also fixed the water leak at Harry Sacks Field that was reported over the weekend.

I received word from the chorus director at The Villages Elementary of Lady Lake that they will not be able to perform at Light-Up Lady Lake. The pandemic and health concerns are to blame. Dr. Harsh from the First Baptist Church of Lady Lake has agreed to have his choir perform in their place. We have 42 groups signed up for the Not Too Scary Halloween Party this year. We are down from years past, but this is still going to be a good showing and I am very excited to have this event back up and going.

We received a check for \$5,000.00 from Benchmark as a donation for the fireworks. After we show that we have raised another \$5,000.00, Marty has said they will match it with another \$5,000.00. The Chamber and I are going to be making up donation sheets to send out to all area businesses to give them the opportunity to become sponsors. I predict that this will bring in another avenue for substantial donations. Parks and Recreation will be cooking and selling hotdogs and brats at the Lady Lake Expo. The proceeds will go to the fireworks fund.

Neel-Schaffer Engineering gave a presentation for the trail design and amenities to the Parks Recreation and Tree Board. The Board had many positive comments and approved 4 to 0 to send the design to the Commission. The investing of \$1,000.00 in donated Tree and Beautification Funds to trim our trees from over Freedom title also passed 4 to 0. As I have always said, this is a great board, and it was a good meeting.

POLICE DEPARTMENT (Chief Robert Tempesta)

Public Safety: The members of the Lady Lake Police Department would like to remind you to be patient and safe out there when traveling on the roadways. When you factor in the ongoing construction project causing detours and traffic pattern changes along with the increased traffic, it creates a hazardous condition. Members of the Lady Lake Police Department will be out enforcing traffic violations from speeding to seat belts. Officers have responded to numerous vehicle crashes, some involving injuries. It is the responsibility of all drivers to be aware and take extra precautions to ensure safety.

The Division of Alcoholic Beverages and Tobacco (ABT) performed a controlled buy at the Sky Vape Smoke Shop in Town. The store owner was cited for tobacco sale to an underage person. The Criminal Investigations Division has received numerous complaints of underage sale from this establishment. Further violations will result in the store owner having their license revoked.

Recruitment: The Lady Lake Police Department has one open police officer position and will be actively recruiting to fill this position.

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.

Finished gathering 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 right of ways around Town is ongoing.

Travis's crew replaced a portion of the sidewalk on Woodland Trail.

Kon's crew mowed right of ways around town.

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

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

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

Treated grounds for fleas at the Library.

Kitchen Remodel Project at Town Hall is completed and has reopened.

Patched some possible entry holes in the soffit area at the Kid's Library to keep critters out.

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

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

New "No Trespassing" signs are being installed around Town Hall and the Police Department.

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 water meter re-reads, 35 non pay disconnects and reconnects.

New utilities installation inspections continued at Lake Ella Estates.

Installed 5 new water meters and replaced 15 meters.

Cleaned and removed debris from three lift stations. (Lift stations 2, 4, and 12)

Completed multiple Utilities availability requests and quotes for new service.

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

Phase One of the Wastewater Treatment Plant Modifications Project. Work continued by the contractor, SGS. Work should be completed on this phase of the project by January 1st, 2022.

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:

Utilities Department currently has two job openings. Utilities Collection/Distribution Technician I and a new position, Lift Station Mechanic. Please see the Town's website or contact Human Resources for more information. Public Works Maintenance Department is fully staffed once again.

Reminder that updated information regarding the FDOT US 27/441 Road Widening Project can be found here <https://www.cflroads.com/project/238395-5>. Questions and concerns can also be submitted via this website.