

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

October 28, 2021

Shout Outs this week go to Parks and Recreation Department: Mike Burske, Van Kao, Brad Weeks, Vicki Chandler, as well as Julia Harris, for the work they did on the Not Too Scary Halloween Party. The event had 41 participants setting up booths. A special thanks to the Lady Lake Area Chamber of Commerce for participating with their booths and costumes.

Shout Out to Public Works Road & Streets for receipt of this e-mail: "Thank you so very much for getting a crew out here to work on the manhole cover. I was amazed that they responded so swiftly. I think they helped to muffle the sound. I'm surely glad that I live in the Lady Lake section of The Villages. All the best to you and your department. Sincerely, Diana Crow"

Mayor Kussard and I attended the **Ribbon Cutting at Visiting Angels** on Wednesday. Thad & I attended the Lake-Sumter MPO meeting in Leesburg on Wednesday Afternoon. Thad introduced me to several members.

CLERK'S OFFICE (Nancy Slaton):

Nancy W. attended the Commission Workshop held this past Monday morning, October 25th and completed the draft meeting minutes.

On Tuesday morning, the members and alternate members of the Town's Canvassing Board attended training at the Lake County Supervisor of Elections Office in Tavares. Members of the Town's Canvassing Board are Deputy Town Clerk Nancy Wilson, Commissioner Jim Rietz, and Library Director Lori Sadler. Alternate members include myself, Mayor Ruth Kussard, and Finance Director Pam Winegardner.

Nancy W. and Commissioner Rietz returned to the Supervisor of Elections office on Tuesday afternoon, along with members of the Canvassing Boards for Groveland, Montverde, Mt. Dora, and Tavares, to start opening vote-by-mail ballots and begin the count. They will return to the elections office on Friday morning to continue with that task.

Carol compiled the packet for the November 1st Commission meeting. She also attended Tuesday morning's Special Magistrate meeting, and is working on completing those minutes. The last few Special Magistrate meetings have been fairly lengthy. Julia Harris was kind enough to cover the Clerk's Office while Nancy W. and I were at the elections office and Carol was attending the Special Magistrate meeting.

Carol, Nancy W., and I attended another training class on Laserfiche this week to review some of what we went over before and to be shown how to create new folders and set up retention periods.

FINANCE (Pam Winegardner)

I was fortunate to attend the Municipal Election Canvassing Board meeting on Tuesday at the Tavares Board of Election. I am duly impressed with the tight procedures that are managed by Alan Hays and his associates in dealing with the voting machines and the strict security surrounding the election.

There were several municipalities attending as required by law including alternates of which I was appointed as one. The Election Board and its I.T. personnel handled all kinds of questions, including security, and did not miss a step in proving the Lake County voting process is as tight as it can be. The Election Board was prepared for all kinds of scenarios of which I am sure they have become familiar with over the decades. When we asked questions on possible problems including late or torn mail-in ballots, ballots with too many vote selections, employees accessing the ballots (from the mail or delivery to the end storage process including an audit trail), Alan and his crew had all basis covered with solutions including citing the law. The public can attend these meetings that are held each year before elections so anyone with doubts can be assured this crew has their act together and tight too!

I attended the Florida Government Finance Officers Association (FGFOA) School of Finance in Daytona which provides up to date information to municipalities on accounting, security, investing and law. Each hour and a half session I attended earns two continuing education units toward 80 hours required every two years to remain certified as a Certified Government Finance Officer. Most of the information reinforced what the Town is already doing, but new information is always provided including updates on threat of breaches in cybersecurity of which the Town is already working on.

Police Pension fund is being reconciled for the year for the annual audit we will be getting into within the next month. This includes matching our books to the Pension Trustee bank statements, the information from Administrator of the fund, the payroll contributions, and accounts payable among other aspects.

Dealing with customers and unpaid utility bills can be trying. A big "Atta Boy" to our customer service reps, Kathy and Mena. They collected long overdue delinquent bills on two properties. I also had the pleasure to speak with Tiffany, a water customer who had nothing but compliments for the ladies as they always remember her name and are so friendly to her.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

Growth Management is currently processing site plan review for the Water Oak Estates Golf Course Ponds enhancement project, the Lady Lake Square Apartments project located behind the Sam's Club, the Lighthouse Storage project on County Road 25, and the Narine Commercial Retail Office on Highway 466 just east of Clay Avenue.

The soft opening date of the Sportsman's Warehouse will occur tomorrow, October 29th. Again, the opening of the Earth Fare is scheduled for November 3rd.

Site work continues at the Big Dan's Car Wash property, the Chipotle restaurant, and on Outparcel D in the Lady Lake Commons Shopping Center. Residential development is ongoing at Lake Ella Estates and the Pine Brook Mobile Home Park on Griffin View Drive.

A special thank you goes out to Rebecca Higgins this week. Becky has taken on many duties of the vacated Growth Management Tech position and has performed very well. She has assisted with inspection tracking logs, property owner notification mail-outs, and posting properties for upcoming land use hearings, in addition to her normal duties. Thanks again for stepping up to help the team.

The building department issued 78 permits over the last week, and 112 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Interviews for the vacant Administrative Assistant to Human Resources position have been scheduled for Monday, November 1st, and Tuesday, November 2nd at Town Hall. Five candidates were selected to be interviewed. We are currently working on background and reference checks for the Parks & Recreation Operator II position. 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 between myself and multiple vendors. These projects involved vulnerability detection and response and incident response plan development.

The community development software implementation project continued this week with the Building Department (Malina Wright, Becky Higgins, and Christie Gosneigh), Code Enforcement (Lori Crain), myself and the vendor Citizenserve. Application and retention configuration efforts were the focus of our efforts. The vendor has also continued preparations for the data migration phase of the Code Enforcement module. We anticipate receiving the proposed test procedures for the data migration effort next week. Preparations for the Building Permit module is expected to begin soon.

Collaboration has continued this week between vendors MCCi and Citizenserve regarding the integration of their applications.

Laserfiche basic records management training for staff is scheduled for this afternoon for staff from the Clerk and Growth Management offices. Additional training for records series configuration is anticipated in mid-November.

Patrick Kauper attended ArcGIS Pro training this past Monday and Tuesday.

The I.T. Department currently has a System Analyst position opening. Please see the Town's website or contact Human Resources for more information.

LIBRARY SERVICES (Lori Sadler):

Nancy's first meeting of "Let's Talk Books", a casual conversation about books, was held on October 21st. There were 13 attendees, who all brought titles and authors to share with the group. The group decided, that going forward, the meetings would be held quarterly, with the next meeting being held on January 20th, 2022. Nancy shared the dates of the fiction and non-fiction discussion groups and informed the participants about Book Bags as an additional resource for book discussion groups. Nancy also explained the Authors' Round Table writers' group that Ruth organizes on a monthly basis for anyone who might be interested. Applications were also distributed to anyone willing to participate as a judge for FAPA (Florida Authors and Publishers Association).

AMAC utilized the library's second floor meeting rooms this week to present a program regarding Veterans' Benefits. As staunch advocates on behalf of America's Veterans, the AMAC Foundation has sponsored educational sessions covering benefits available to our Veterans, providing guidance on accessing these benefits.

Medicare Open Enrollment will remain in effect through December 7th. Just a reminder that during this time, SHINE (Serving Health Insurance Needs of Elders) counselors will increase their availability and offer one-on-one counseling services at the library every Wednesday from 2:00 – 4:00 pm.

Coping with Dementia LLC offered its free ABC of Dementia workshop at the library. This workshop explains Alzheimer's and other forms of dementia in plain language, suggests techniques for becoming a better and less-stressed care partner, and provides useful resources to families with dementia.

Nicole, Aly, and Kourtney were thrilled with the number of families in attendance at Saturday's "Not Too Scary Halloween" event. The library's costume contest was a BIG success, with 150 children entering the contest and many more families visiting the library's booth. Staff gave out

everything they brought and best of all, they got to engage with our community and tell them about all the wonderful programs that are offered at the library. The youth department has already seen new families come into the library that they met at the event.

Aly, Kourtney, and Nicole will also be participating in Trunk or Treat on Friday morning at Little Blessings Preschool in Lady Lake. Seventy children will be enjoying the treats and fun provided by our moms of Little Blessings children, who also happen to be library staff dedicated to community outreach.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. The Parks and Recreation crew did an excellent job in preparing for our event on Saturday.

The second week of the Lions Book and P.J. Drive was held at the shop. Representatives from the Lions Club and the Kiwanis worked in our shop to fill baskets in order to prep for the holiday distribution. As anticipated, it once again went smoothly.

Last weekend brought our annual Not Too Scary Halloween Party to the Guava Street Athletic Complex. Much of the week was spent preparing for this event. We ended up with 43 exhibits from local groups and organizations. As predicted, we did not have as many children this year, but it made for a much more comfortable event for those who did attend. All in all, we had a nice event. A big thanks to the Police Department and Public Works for their help with the event. A huge thanks to Walgreens for a massive candy donation.

A person who rented the Community Building on Saturday left the building and the outside grounds in terrible condition. It took 12 labor hours to bring the building back to a rentable condition. We will not be returning the deposit, and have sent a certified letter billing for an extra \$250.00 and informing them that they are no longer able to rent the building.

Our focus now is the Lady Lake Expo. The Chamber takes the lead on this event while we work with logistics. This year we will be selling hot dogs as there were issues with food vendors. This event, pre-Covid, brought around 1,500 to the event during the day. Once again, I am interested in seeing how many will come through this year.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: Corporal Heather Couch, Officer Devin Daniels and Officer Dennis Pranouskes will be honored at the Commission meeting on Monday, November 1, 2021. They will be presented with Life Saving awards for their quick actions that saved the life of another.

Animal Control: ACO Denise Williams was featured in the Daily Sun on Wednesday, October 27, 2021. The Lady Lake Animal Control Department is seeking donations of items to include food and blankets. You can contact ACO Williams at 352-751-1530 for further details/requests. We appreciate the job ACO Williams does to take care of all animals that she holds at the facility.

Public Safety: Halloween is this Sunday, October 31st. When your little ghosts and goblins take to the streets, the biggest threat they face is MOTOR VEHICLE TRAFFIC. Parents and drivers should keep in mind that children will be crossing streets, possibly running out into traffic unexpectedly. Children should be accompanied by a responsible adult or older sibling. Remind children to stay on the sidewalk, if possible, and cross at the end of the street where there may likely be a stop sign or other traffic signal rather than running across in the middle. Carry a flashlight or put something reflective on your child so they can be seen. Also, make sure your child's costume fits well to avoid tripping over any excess material, and check that they can see through any mask that he or she might be wearing.

A friendly reminder to be patient and safe out there when traveling on the roadways. Officers have responded to numerous vehicle crashes, many unfortunately involving injuries. Leave earlier for your destination so that you are not rushed to get there if you are stuck in traffic. It is the responsibility of all drivers to be aware and take extra precautions to ensure safety.

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

Maintenance (Ted Williams, Supervisor):

Continued performing inspections of new road base and lime rock at Lake Ella Estates.

Investigated reported bad tree concern on 1st Street.

Performed driveway apron inspection on Del Mar Drive.

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.

Prepared trucks and equipment for storm response ahead of the forecasted bad weather.

Performed tree trimming on Arlington Avenue, Chula Vista Avenue, and Ventura Drive.

Eric and Kon responded to a late night call out and cleaned up a fallen tree on Ann Street.

Travis' and Justin's crews assisted the Parks and Recreation Department with the Halloween event.

Kon's crew continued cleaning up and organizing the shop area, cleaned up the storage area behind the Admin Building, and assisted the Police Department in picking up supplies. They also built sign racks and cleaned up storm debris on Clay Avenue and W. McClendon Street.

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

Continued working on landscaping improvements and irrigation repairs at Town Hall/Police Department, and the Library.

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

Pressure washed sidewalks at the Library and Town Hall.

Commission Chambers Remodel Project is in process, awaiting supplies that were previously ordered.

Eric and Justin replaced the emergency fuel pump and repaired pump number one at the fuel depot behind Town Hall.

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

Continuing service and repair of the Town's fleet and maintenance equipment.

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. Utilities relocation work is underway near the overpass bridge.

New utilities installation inspections continued at Lake Ella Estates.

Prepared trucks and equipment for storm response ahead of the forecasted bad weather.

Meter installations, replacements, and exchanges continued.

Performed several water service line repairs.

Attended an on-site meeting with the contractor for the Pine Brook Project to coordinate water meter installations for the new model homes being put into place.

Coordinated with Utility Services on the wash out and inspections of the elevated tank on N. Clay Avenue and the hydro-pneumatic tank at well number 3.

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, the Town Engineer has gathered pricing and proposals for Town Commission consideration in November.

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.

A new street closing and detour as a part of the U.S. Hwy 27/441 road widening project being performed by FDOT is scheduled to begin November 8th for the CR 25 portion of the intersection with Water Oak Blvd. Be advised that northbound traffic leaving the RaceTrac store will need to follow the detour to W. Hermosa Street to make the left turn or take a right turn out of the parking lot to head south on U.S. Hwy 27/441 and perform a U-turn where legally permitted.

Reminder that updated information regarding the FDOT U.S. Hwy 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.