

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

By Bill Lawrence, Town Manager

November 4, 2021

**Library News:** Lori Sadler has resigned as Library Director. Marsha Brinson has been named Interim Library Director effective immediately. The library will continue to offer great service to the public and there will be no interruption in the day-to-day operations. We wish Lori the best.

The **Employee Christmas Party** was approved by the Commission on Monday night. The Commission approved the closure of the Library and other Town facilities from 11 a.m. to 2 p.m. The party will be same as in previous years; held at Public Works on December 15th.

**Little Blessings Day Care** held their Trunk & Treat event this past Friday morning. The children had a great time. Special thanks go out to the Police Department's McGruff, Mark Austin, and Jan Miller; Aly Herman, Kourtney Fehr, and Nicole LeFrancois, Library staff; and Parks and Recreation Director Mike Burske and Brad Weeks; along with Dawn Woods and Julia Harris from Town Hall.

The **Earth Fare Ribbon Cutting/Grand Opening** was held Wednesday Morning at 7:30 a.m. Over 250 people stood in line waiting for the store to open. Mayor Kussard and I attended and spoke briefly. Chamber President Vicky Kerley also spoke briefly, offering the support of the Lady Lake Chamber of Commerce.

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

Monday night's Commission meeting moved along well and was over fairly quickly. After-meeting processing was uncomplicated as well. We said goodbye to Commissioner Dan Vincent at the meeting, and Mayor Kussard presented him with a plaque commemorating his ten years of service to the Town.

Nancy W. and Commissioner Rietz attended meetings this week at the Lake County Supervisor of Elections Office in Tavares as members of the Town's Canvassing Board. They were also there for the ballot counting after the polls closed on Tuesday evening. They are required to attend two more meetings; Friday morning, Nov. 5<sup>th</sup>, and again on Monday morning, Nov. 8<sup>th</sup> to review provisional ballots, review cure affidavits, and perform an audit of the voting systems. Finance Director Pam Winegardner is also attending as an alternate member as required.

As a result of the election on Tuesday, we are welcoming Ed Freeman as our new Commissioner for Ward Three, and he will be sworn in along with incumbents Mayor Ruth Kussard and Commissioner Jim Rietz at the November 15<sup>th</sup> Commission meeting. We are also very happy the

voters chose to approve our three Charter referendums, updating and correcting language in the Town Charter regarding the election process for the Town.

Carol scanned and copied the packet for the November 8<sup>th</sup> Planning and Zoning meeting, and I published the packet on the website.

Nancy W. and I listened in on a meeting between Citizenserve software programmers, our I.T. Director, and Growth Management staff to get an idea of how the process works. The Clerk's Office will be next in line to start working with Citizenserve on new software for our business tax receipt processing.

### **FINANCE (Pam Winegardner)**

In reviewing funds, the Town Community Building has taken in \$1,610 of rental revenue in the month of October. In comparing to past years, see the following annual revenue totals.

- FY21 — \$1,980 for the year due to remodeling.
- FY20 — \$4,932 for the year remodeling started.
- FY19 — \$13,152.50 for the year.

If we average \$1,600 a month, we will collect approximately \$19,000 which would be a new high. October of 2021 (FY22) is the highest collection of rent on the Community Building ever. Let's keep our fingers crossed that the marketing plan by the Town Manager and Parks & Recreation Director has put the Town in a new era of promoting our Community Building.

Library donations were generous last fiscal year from our residents and our Friends of the Library. The Lady Lake library received \$4,545.80 in donations, with half from various individuals and a Trust, and half from our Friends of the Library. The Friends were generous by paying for new furniture for the remodeled children's library a few years ago, and they helped with various expenses like rental on the copier for example. Thank you to our wonderful donors!

Finance is continuing to wrap up FY21 for audit with the auditor coming in next week. We have all our FY21 expense invoices in finally and are making the end of fiscal year journal entries, as well as the last of our budget adjustments (which were already approved by our Commission.) Our capital asset spreadsheet will be reviewed with the associated journal entries for depreciation and will be ready for the auditor also next week. The statistical section of our finance report has been started with the whole audit expected to wrap up by March 31, 2022.

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

Growth Management is currently processing site plan review for Lakeview Health, a 9,000 square foot development on a 2.4-acre parcel on Highway 466 located west of Sunset Plaza and east of the

SAP Holdings project; the Narine Commercial Retail/Office also located on Highway 466 just east of Clay Avenue; and the Water Oak Estates Golf Course Ponds enhancement project.

Sportsman's Warehouse opened last Friday, October 29<sup>th</sup> in the Lady Lake Crossings shopping center, and Earth Fare held their grand opening on Wednesday, November 3<sup>rd</sup> in the Lady Lake Commons shopping center. Both establishments are fantastic additions to the Town.

The latest population estimate from the University of Florida's Bureau of Economic and Business Research (BEER) was received this week citing the Town's population to be 16,042 as of April 1, 2021.

A continued thanks to Carol Osborne of the Town Clerk's Office for her assistance in assembling the Growth Management agenda items for the Planning and Zoning Board and Town Commission meetings; she has been a great help to our department over the last several weeks. Also, a thank you to Christie Gosneigh and Malina Wright of the Building Department for processing the many construction plans they do on a weekly basis. The Town has many projects underway at any given time, and the intake and routing of the permit documents that they both perform to keep development going is greatly appreciated.

The Building Department issued 52 permits over the last week, and 73 inspections were conducted in the field.

#### **HUMAN RESOURCES (Tamika DeLee)**

Interviews for the position of Administrative Assistant to Human Resources were conducted this week and we are in process of selecting a candidate. The Town of Lady Lake has several jobs opportunities available. For more details, please visit our website at [ladylake.org](http://ladylake.org).

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

Multiple network security infrastructure projects have continued this week with myself and multiple vendors. These projects involved network architecture, vulnerability detection and response, incident response plan development and password management.

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. The Town Clerk's Department (Nancy Slaton and Nancy Wilson) attended the Building Department meeting this week. Application and retention configuration efforts were the focus of our discussions.

Access to the Code Enforcement pre-production environment was provided this week in anticipation of the data migration test effort. We anticipate receiving the proposed test procedures for this next week.

Collaboration continued this week between vendors MCCi and Citizenseve regarding the integration of their applications. A conference call was held to discuss additional data required to facilitate specific retention workflows.

The document management software implementation project continued this week with me and MCCi attending several meetings regarding the development of additional record series workflows for the Clerk and Growth Management departments. Advanced records management training for staff has been scheduled for Tuesday, November 23, 2021.

The enterprise resource management (ERP) selection effort continued this week with Finance (Pam Winegardner) and I scheduled to meet with Rob Roque of Government Finance Officers Association (GFOA) today to discuss the Request for Clarification (RFC) document development.

Patrick Kauper has begun working with Magellan Advisors this week, collecting the requested data for the development of the Town's Fiber Master Plan.

Patrick and I met with GIS, Inc. to discuss modification of data interface for the Citizenseve integration. We anticipate that effort being completed next week.

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

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

#### **PARKS AND RECREATION (Mike Burske)**

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. Brad and Sam mulched the Log Cabin in preparation for the holiday events. We will mulch the islands on both sides of the Log Cabin at a later date as we want to focus on the Christmas lights. Vicky has been working with Public Works to get the lights up. Brad picked up two substantial light orders. We did not get all of the colors that we wanted but we will have more than enough lights.

The third 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. This week, the group has added an extra day as it is understood by me that the Mayor is getting involved. As anticipated, it once again went smoothly.

The Lake County Supervisor of Elections held voting for Precinct #11 at the Community Building on Tuesday. I checked on them in the morning and helped them close up after the election was over. I want to thank Officer Cronk for answering the call from them at 6 a.m. as it appeared that they lost the code to get in. I met with them at 6:50 a.m. to permanently unlock the doors for the

election and made sure that they had their correct code. The building was left in good condition by the elections officials.

We are collecting parade applications for the December 4th event. I will get with the Commissioners in the near future to learn their intentions about participating the parade. I will be ordering new car magnets as needed. We are light on applications as of now, but a rule of thumb is that everybody submits their application at the last minute. During the height of the pandemic our parade was great so I predict that it will be fine this year. Commissioner Hannan shared a link about Belleview cancelling their parade, so I may ask for their parade list to invite some of the Summerfield area entries to ours.

I have ordered seven boxes of hotdogs for the Museum Movie night, Business Expo and the Movie and Santa Night. Museum Movie Night will be on the 13th of this month starting at 5 p.m. Around 30 people attended the last event. It is one of our smaller events but is on par with other local movie nights.

The Town Manager, Parks and Recreation, Dawn and Julia, the Police Department, and the Library all participated at Little Blessings Day Care located at North Lake Presbyterian Church last Friday. This was their first Trunk or Treat. The event lasted about an hour and proved to be a great first event.

This Saturday will be the final day of Soccer for the Fall Season. We will have pizza and trophies after the morning games in my age group. My team did very well this season. We had only one team score more goals on us than we did on them. We will be playing them again for our last game, so we are excited. My team and the parents were great this season and the team I shared a field with proved to be great as we were able to enhance our practices by including them. We will see a very early registration for the Spring Season as we need to grow the league. Great job, Cliff and Christina of the Lady Lake Soccer Association!

#### **POLICE DEPARTMENT (Chief Robert Tempesta)**

The Police Department participated in the "Trunk or Treat" event at Little Blessings Day Care. McGruff the Crime Dog was present to greet the children. The Police Department also participated at the "Trunk or Treat" event at St. Paul Catholic School in Leesburg. The participation of community partners and parents made both events a success. There were lots of happy trick or treaters!

**Public Safety:** The Police Department assisted with traffic control in the parking lot of Lady Lake Commons and on Fennell Blvd due to heavy volume with the successful grand opening of Earth Fare. A friendly reminder to be patient and safe out there when traveling on the roadways. Officers have responded to 69 traffic crashes in the month of October, 16 of which there were

reported 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.

The holiday season is upon us. Members of the Lady Lake Police Department will be taking the Police Mountain Bike course to become certified members of the department's Bike Unit. Existing members will be taking a refresher course. We are gearing up for our annual holiday bike detail throughout the shopping plazas beginning this month.

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

**Maintenance** (Ted Williams, Supervisor):

Continued performing inspections of new road base being installed at the Lake Ella Estates Project.

**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. Repaired street signs that were down due to the storm.

Travis's and Justin's crews began trimming trees and installing Christmas lights at the Log Cabin. They also cleaned up a fallen tree on Oleander Street and continued tree trimming on Arlington Avenue.

Kon's crew continued cleaning up the storage area at Public Works and assisted the Police Department in picking up supplies. They also continued mowing of right of ways around Town.

**Facilities Maintenance** (Albert Rachel, Lead Operator and Eric Welcome, Operator II): Cleaned up debris from storm at Town Hall and Library. Continued working on landscaping improvements and irrigation repairs at Town Hall/PD, Public Works, and the Library. Continued repairing parking lot lights at Town Hall, Police Department, and Library. Worked on lights at the Log Cabin - Train Cars.

Commission Chambers Remodel Project is in process, supplies have arrived and picked up to begin the project.

**Motor Pool** (Joe Grubb, Lead Mechanic and Billy Kohler, Mechanic): Continuing service and repair of the Town's fleet and 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 and Griffin View Drive.

New utilities installation inspections continued at Lake Ella Estates. Meter installations, replacements, and exchanges continued.

Continued coordination with the contractor for the Pine Brook Project regarding new water meter installations.

Wash out and inspections of the elevated tank on N. Clay Avenue and the hydro-pneumatic tank at Well #3 by the contractor, Utility Services, was successful; all systems are back in service.

The contractor for the Lake Ella Estates project performed work related to tying in the existing water line on Hidden Oaks Drive to the project. Town staff assisted by issuing a planned outage and boil water notice to affected customers. Town staff was onsite during the work, the tie-in was successful, and the system is back online.

**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. The engineer will be here Monday, November 8th for a progress meeting.

Phase One of the Well #4 and #5 Project, the Town Engineer has gathered pricing and proposals for Town Commission consideration to get the project going.

**Administration:** The 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.

The new street closing and detour as a part of the US 27/441 road widening project being performed by FDOT that was scheduled to begin November 8th for the CR 25 portion of the intersection with Water Oak Blvd has been postponed to November 15th.

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.