

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

November 10, 2021

Welcome to Newly Elected Commissioner Ed Freeman representing Ward 3. Congratulation on your election to the Lady Lake Commission.

SHOUTS OUTS: This weeks' shout outs go to Mike Burske, and Julia Harris. Mike and Julia have managed the Community Building since the renovation which was completed four months ago. During the month of October, the Community Building took in \$1,610 in revenue. Pam Winegardner pointed out that if we average \$1,600 a month, we could receive \$19,000 in revenue for FY22 compared to FY19 at \$13,152 and FY20 \$4,932 (Covid 19 shut down & renovations). This is great news. The goal for this year was to have the community building fund its operating budget by this revenue. Great Job Mike & Julia!

The Department Manager's Meeting was held Tuesday morning to review the November 15th Commission Meeting Agenda. We discussed the importance of community events. The managers discussed their activities for the week which are included in their report. I attended the Lady Lake Chamber Board Meeting Wednesday along with Mike Burske.

CLERK'S OFFICE (Nancy Slaton):

The Clerk's office has tied a bow around the 2021 Election season. On Monday, the Canvassing Board attended their eighth and final meeting to conduct the voting system audit. This involved working with election officials to audit a randomly selected precinct and race. When completed, the counts matched, and we were good to go. It was a very interesting process, and it was great spending time with Commissioner Rietz and Finance Director Winegardner.

A packed Planning & Zoning meeting was held on Monday and the minutes have been completed. Also, packets for the Special Commission and Regular Commission meetings have been compiled and distributed.

FINANCE (Pam Winegardner)

Nothing to report

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

Growth Management received a fire line permit for the Lumen Park development on Highway 466 between Spring Arbor and La Zamora. Infrastructure improvements continue to provide connections to the permitted Serenity Villas Memory Care which will be developed in the rear of the property.

Building and Code Enforcement Staff continue their efforts in shaping the CitizenServe interface through their weekly sessions with the software developers. It is hopeful that the application will go live in the next few months to provide online building permitting.

The building department issued 26 permits over the last week, and 57 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Parks and Recreation Operator I interview was conducted on Monday, November 8, 2021. The interview went well, and conditional offer of employment was made. The candidate accepted conditional offer of employment on Tuesday, November 9, 2021. 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 John, Andy Crogan and multiple vendors. These projects involved network architecture and vulnerability detection and response.

The community development software implementation project continued this week with the Building Department (Malina Wright, Becky Higgins, and Christie Gosneigh), Code Enforcement (Lori Crain), John and the vendor Citizenseve.

Access to the Building Permit pre-production environment was provided this week in anticipation of the data migration test effort.

The document management software implementation project continued this week with John and MCCi focused on the additional workflow development effort. Advanced records management training for staff has been scheduled for Tuesday, 11/23/2021.

John and Patrick Kauper will meet with Magellan Advisors later this afternoon to discuss the data gathering effort for the Town's Fiber Master Plan.

Patrick worked with GIS, Inc. to deliver additional data elements for the data interface for the Citizenseve integration. Additional requests have since been made by Citizenseve and will be completed soon.

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

The IT Department currently has a System Analyst position opening. Please see the Town's website or contact Human Resources for more information.

LIBRARY SERVICES (Marsha Brinson)

The library is going through a transition period with the resignation of Lori Sadler. I am honored to be asked to fill in as interim library director until a new director is found. The library team will continue to bring the high quality of customer service and programming that they are known for. Through true dedication and commitment, they are doing an exemplary job. A huge shout out to Aly Herman, Nancy Brock, Lynn Martin, Ruth Patterson, Lisa Woolf, Nicole LeFrancois, LeeAnn Elkins, and Miranda Hayes!

The library will continue all regular programming, which includes: book discussion groups, computer assistance and classes, and children's, family and teen programs. The library also provides areas for various groups to meet for classes, seminars and workshops. This week will see Nancy's popular book discussion group, children's story time, SHINE, and the Best Buy iPhone class. There are also craft kits available in the adult and youth libraries for patrons to take home and create. Our meeting rooms remain popular sites for small groups for study, classes and tutoring. The library is closed on November 11 to honor our veterans.

Our fall displays are on view for everyone to enjoy. Staff does a wonderful job of making the library a warm and welcoming place. Seasonal and themed book displays encourage patrons to try a book they might not have ordinarily read and staff picks continue to be very popular.

The Friends of the Lady Lake Library's book sale room has many wonderful titles for very reasonable prices. They are open daily from 11-3 and are always looking for volunteers. All of the money earned from the book sale room supports our programming and the library itself.

As the holidays approach we are planning and looking forward to new programming, the town's Christmas parade and a few surprises!

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. As the end of soccer ended when daylight savings time began, we are over-seeding the Rolling Acres Sports Complex. We should have a good appearance with the new grass in a couple of weeks.

Vicky, Brad and Sam have been working with the Christmas Lights at the Log Cabin. As with every year, there is an army of Public Works and Parks and Recreation staff out getting the lights up.

We are in the mid to high twenties for Christmas Parade applications. It is a little lighter than in years passed. We usually get between 38-52 groups to sign up for the parade. As always, the majority of the applications come in at the last minute and anticipate that this will happen again.

We have the Museum and Movie Night this Saturday. We usually get about 30 people come through for the event. We will be having cooler weather on Saturday so it will be interesting to see who comes out. We are working with the Chamber for the Lady Lake Expo next Wednesday. We will be working with the Chamber to host around 60 groups. Parks and Recreation will be working with the food vending, logistics and the Car Show at the event. As of this morning, we have around 40 vendors for Art in the Park on 01/22/22.

POLICE DEPARTMENT (Chief Robert Tempesta)

November is military family appreciation month. During this month, families with members of the military, past and present, are honored and recognized for their commitment and contributions in support of our military and great nation. November 11th is Veteran's Day. Thank a member of the military for serving this country. It is important for them to hear your appreciation, but most of all, it's respectful. The members of the Lady Lake Police Department would like to thank all who served in the military, past and present.

Public Safety: This weekend is Bike Fest in Leesburg, Florida. This Saturday is also the annual "Hearts for our Hospital Big Bike Challenge" bicycle ride that commences from the La Hacienda Recreation Center. There will be more traffic out on US 27/441 and other roadways throughout Lake and Sumter Counties. A friendly reminder to be patient and safe out there when traveling on the roadways. 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 Department (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):

Started putting up Christmas decorations at the Town facilities.

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

Litter pickup in the right of ways around Town is ongoing.

Travis's and Justin's crews continued trimming trees and installing Christmas lights at the Log Cabin.

Kon's crew continued cleaning up the storage area at Public Works and continued mowing of right of ways around Town.

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

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.

Performed multiple work order repairs in the restrooms at the Library.

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 ongoing at Griffin View Drive.

New utilities installation inspections continued at Lake Ella Estates.

Meter installations, replacements, and exchanges continued.

Meter reading and re-reads performed this week.

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 in January 2022. Phase Two plans of the project are completed and will be brought to Town Commission for consideration in December to be put out to bid.

Phase One of the Well #4 and #5 Project, the Town Engineer has gathered pricing and proposals for Town Commission consideration on November 15th to move the project forward.

Administration:

The Utilities Department currently has 2 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 for the CR 25 portion of the intersection with Water Oak Blvd begins 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.