

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

**By Bill Lawrence, Town Manager**

**November 18, 2021**

## **Speeders in the Villages within the Town of Lady Lake Town Limits:**

A couple of weeks ago, it was brought to my attention that an article was written in the opinion section of one of the local papers. The article had mentioned that nothing was being done about the speeding issues in his neighborhood of Del Mar, Cortez Ave and Rio Grande and believes that I, as Town Manager with a law enforcement background, should be able to solve this issue. Just for clarification, the Lady Lake Commissioners hired me to be their Town Manager and not the Police Chief. I have full confidence in our Police Chief and members of the Police Department.

The Chief had written in his weekly report several weeks ago about organizing a Selective Enforcement Unit. The purpose was to be able to address problem areas.

Year to date calls for services is 16,543: traffic crashes-576, arrests-329, traffic warnings-2,175, DUI's-14, traffic citations-1,271. Also, 4 -lifesaving awards have been given by the Chief to the officers. Based on my 26 years of prior law enforcement experience, I would say they are busy.

The Selective Enforcement Unit did traffic enforcement details in problem locations throughout the Town including the streets in question in the article. The team keeps a log on their activities. Their logs indicate traffic enforcement on the following dates and locations: 10/08-Del Mar, 10/24-Rio Grande, 11/10-Cortez Ave & Rio Grande, 11/11-Rio Grande. Several traffic citations and warnings were issued.

**Lady Lake Chamber Expo** was held on Wednesday at the soccer field. I met several area businesses at the expo and visited the neighboring car show. The weather was great, and everyone had a great time. Special thanks to Animal Control Officer, Denise Williams, Jan Miller, Chief Tempesta and Lt. Vargas who had booths set up at the EXPO. A special thanks to Parks & Recreation for providing the lunch.

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

Nancy W. and I made a trip to the library storage area and pulled the Clerk's Office records that are due to be destroyed and put them in the designated area in preparation for our trip to the Covanta incinerator on December 8th (subtle reminder for other departments).

The Special Conceptual and regular Commission meetings were held on Monday, November 15<sup>th</sup>. Appreciation of Service Awards were handed out to former Mayor/Commission Jim Richards for 13 years of service (greatly missed by all), and Commissioner Holden for 15 years of service. Our

new Commissioner Ed Freeman was sworn in and a new Mayor (Commissioner Rietz) was appointed for the coming year – congratulations to both! After meeting processes and draft minutes have been completed.

We have an extra week this month before we need to finalize processing the packets for the three meetings scheduled for December 6<sup>th</sup>, as follows:

- Commission Workshop meeting at 5 p.m. to review meeting protocols and the Sunshine Law (led by Town Attorney Derek Schroth)
- Local Planning Agency meeting at 5:30 p.m.
- Regular Commission meeting at 6 p.m.

Also, on December 6<sup>th</sup> at Town Hall, photography sessions are scheduled for the Commissioners and Department heads so that we can update our website. I believe Commissioners' sessions start at 4:30 p.m. Julia Harris in the Town Manager's office is coordinating this at the request of I.T. Director John Pearl.

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

Finance is still working to close the FY2020-2021 year by reconciling accounts, collecting FY21 revenue still outstanding, making journal entries necessary to close the year, and moving committed funds (CARES, Sur-tax, impact fees) to reimburse the unassigned funds for Commission approved projects, items, and services (vehicles, improvements, construction in process). This will be followed with an independent auditor coming in to verify that the financials are fairly presented.

Our investment interest rates are on the rise with one investment firm and staying stable with the other. We have investments with Florida Prime and with FLClass.

- Florida Prime/SBA has stayed at .09% from September through to November 17, 2021.
- FLClass has increased from .1510% in September, to .1566 in October and as of November 17<sup>th</sup> risen to .1658%.

We are transferring \$6 million of unrestricted general fund money to FLClass to take advantage of the higher interest rate. We have the Town of Lady Lake's money in three accounts with the third being SunTrust/Truist.

If one account is frozen (as has happened in the past), we have "eggs" in two other "baskets." This covers the three subjects that always should be addressed in dealing with the town's money. The first is safety, the second is liquidity and the third is yield (SLY) and in that order. By dividing the money in three pots that are approved investment vessels with Dunn and Bradstreet top ratings, our money is safe. SunTrust/Truist and Florida Prime give us instant access, however, that

liquidity is offset with a lower interest rate. Third, we have yield with FLClass but have a five-day waiting period to get our money which is the tradeoff.

SunTrust is our concentration account meaning we do business daily with our checking account by paying bills and payroll and taking in deposits. This kind of account has an interest rate of .20% but has large bank fees due to the large number of transactions going in and out which usually nets in owing fees.

Our staff accountant watches and balances the Town's money every workday to ensure all is in order. The Town also pays for "positive pay" which screens the money coming out of SunTrust.

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

On Monday, November 15<sup>th</sup>, the Lighthouse Storage Project was approved by the Town Commission. The project is located on County Road 25 just south of the Lakes of Lady Lake and will consist of a Storage Facility consisting of an 800-square-foot Office, 77,850 square feet of Climate Control Mini Storage, 181 Covered RV and Boat Parking Stalls and 42 parking spaces. Approval was also granted for the modification of stormwater ponds at the Water Oak Country Club Estates Golf Course.

Staff received a rezoning application this week for a 160-unit subdivision on the east side of County Road 25 across from the Lady Lake Assembly of God on a 40-acre tract of land.

The building department issued 49 permits over the last week, and 94 inspections were conducted in the field.

**HUMAN RESOURCES (Tamika DeLee)**

No report.

**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 vulnerability detection and response and incident response plan development.

Multiple vendor calls continued this week as we near completion of our annual hardware lifecycle plan. We anticipate drafting purchase order requests in early December.

The community development software implementation project continued this week with the Building Department (Malina Wright) and Code Enforcement (Lori Crain) beginning the data migration test effort. Meetings with the vendor Citizenserve have been cancelled this week and next.

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 is scheduled for Tuesday, 11/23/2021.

Request for Clarification (RFC) 1 for RFP 2021-0003 for Enterprise Resource Planning (ERP) software was submitted by Government Finance Officers Association (GFOA) to Tyler Technologies this week.

Patrick Kauper developed additional data elements requested for the data interface for the Citizenseve integration this week.

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)**

As the heart of the community the library continues to be a meeting place for local groups and organizations, classes and seminars. This week has hosted groups as diverse as the Tri County Clowns, SHINE, the Vietnam Veterans Consulting Services group, and a financial services group. Our smaller rooms are kept full with study groups and small meet-ups.

Our book collection continues to grow with a large new book section. Did you know John Grisham has a new book coming out? Any book may be placed on hold if there is a waiting list. We are able to request books from all of our Lake County libraries. New books are added almost daily. There may be a bit of a wait, but the collection is diverse, and we are able to find almost anything. The digital collection also continues to grow, as well as DVD's and audio books. Our public computers remain busy, and Aly Herman is willing and more than able to help with any issues. She does a great job with computer problems and individual device issues.

Weekly programming continues to be well attended. Our youth programs are very popular. The weekly story time is geared to 2-5-year-olds. Miss Nicole focuses on fun themed books, fingerplays, movement activities and an easy craft. Miss Kourtney is bringing back Baby Storytime, so important to a child's development. Ruth Patterson's Author's Roundtable meets this week. The program gives aspiring authors a chance to share and critique. Plans are in place for expanded youth and adult programs. We are also working on our float entry for the Lady Lake Christmas parade on December 4.

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

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. We have been hanging Christmas lights at the Log Cabin with the huge assistance of Public Works. As always, Ted Williams of Public Works has been doing a great job of coordinating the color scheme of the lights.

We had Museum and Movie Night at the Historical Society last Saturday. We had about 25 people come through the museum and stay for the movie. The rain from earlier in the day cleared and yielded a perfect evening. The size of this event was somewhat on par with pre-Covid numbers. Anytime you can get this number of people to a small museum on a Saturday evening, you are doing well.

I met with Dr. Harsh and the Associate Pastor of the First Baptist Church of Lady Lake. We visited the site for Light Up Lady Lake and went through the program. They will have a choir of 25 people performing for us. The program will be very similar as in years past, but with a different choir. We usually get a couple of hundred people out for the event. I am interested to see what our numbers will be like this year.

We now have about 30 applications for the Christmas Parade. I anticipate that it will be smaller than in years past. We have seen numbers from 38 applicants to 55 over the years. I am hoping to get a last-minute flood of applications, which has happened in years past, that will get our numbers up. At the end of the day, the fact that we are having the parade in any capacity is a victory for us and the numbers should not matter right now.

We had the Lady Lake Expo on Wednesday with the Lady Lake Chamber of Commerce. The Chamber coordinates the event and the Town works logistics for and with them. We had a good number of reservations for spots. We had some last-minute cancellations due to staff with Covid or the Flu. The number of spectators was lighter than pre-Covid but the event was still a good and very well run event. Kudos to Leslie and Janet. Nice work Brad and the rest of the crew in running the concessions to benefit fireworks for Lady Lake. I will find out today what we made from our sales.

The application for Tree City U.S.A. 2022 has been sent to the State of Florida for a signature and then it will be sent to the National Arbor Day Foundation for approval. I see no issue on why we would not be approved once again.

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

On Monday, November 15, 2021, the Lady Lake Police Department conducted a Physical Agility Test (PAT) and written exam to potential candidates for employment. Interviews will be scheduled for next week through Human Resources. There is currently one full-time sworn police officer position open.

On Wednesday, November 17, 2021, members of our staff participated in the Lady Lake Chamber of Commerce Business Expo at the Rolling Acres Sports Complex. Our booth focused on providing materials highlighting scams, fraud, and identity theft. We would like to recognize the Public Works administrative staff for their generous donation of ball caps and visors. All attendees visiting our booth appreciated them!

On Saturday, November 20, 2021 at 8:00 am, the Lady Lake Police Department will participate in the annual "Santa's Shop with a Cop" at the Walmart in Leesburg. Children from The Villages Elementary of Lady Lake, Little Blessings Day Care and St. Paul Catholic School will be the recipients of \$100.00 gift cards to shop. The Fruitland Park Police Department is co-partnering with us and is bringing children from Fruitland Park Elementary. The Lady Lake Police Department would like to thank our sponsors, Lady Lake Kiwanis Club, American Legion Post 347, Central Florida Solutions Group owner, Bob Rudinsky, and White Pelican Home Services owner, Steve Stiffler, for their generous donations to make this holiday season a memorable one for local children in need.

This week, members of our department conducted police mountain bike refresher training. Officers will be out on bike patrol in the shopping plazas during the holiday shopping season which begins next week. We would like to remind you to be safe this holiday season by remaining aware of your surroundings.

**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.

Coordinated with the Villages Elementary School and set up a time for the students to decorate the Christmas Tree at Town Hall, December 2<sup>nd</sup> at 9:30 AM.

Attended Safety Committee Meeting at Town Hall.

A new roof on the Public Works Administration Building was installed this week. Scott Smith Roofing did an excellent job on this project, at least a dozen workers knocked the project out in two days. It was noisy around here, but the crew was very efficient, professional, and knew what they were doing.

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

Continued 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 installing Christmas lights at the Log Cabin and repaired a leaking storm water inlet and pipe.

Kon's crew continued mowing of right of ways around Town and assisted the Police Department in picking up supplies.

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 orders at the library, including replacing ceiling tiles, replacing soap dispensers, repairing tile grout, and replacing paper dispensers in restrooms.

Assisted other departmental staff with preparing the Town's Float for the Christmas Parade.

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):**

Attended Safety Committee Meeting at Town Hall.

Placed orders for new budgeted replacement truck and forklift, no estimated delivery time given currently.

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.

Repaired a 2-inch waterline break at McClendon Street and Old Dixie Highway, issued a “Boil Water Notice” to affected customers.

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, Town Commission approved the award of contracts to the well driller contracts on Monday, the Engineer is coordinating the contract paperwork currently. This project is tentatively scheduled to start in March. Phase two documents and design will be brought to Town Commission for consideration to bid in early 2022.

**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 22<sup>nd</sup>.

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.