

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

By Bill Lawrence, Town Manager

December 9, 2021

**Shout Outs this week goes to Parks & Recreation** Mike Burske's Christmas Parade. I received e-mail from people saying it was the best ever. I know Mike and his team put a lot of effort into the organization and logistics with help from the Police Department and Public Works staff. Parks and Recreation had support from Public Works for the use of their trucks and trailers for floats done by the Town, Library and Chamber. I even had a chance to see Ted Williams in action blocking off the street for the parade. A special thanks to Public Works team consisting of Mary Levesque, Billy Kohler, Tanner Edwards, Travis Lacey, Truman Henson, Kon Scott, Albert Rachel, Justin Wallace and Todd Foster. Shout outs to staff that decorated the town float: Julia Harris, Dawn Woods, Lori Crain, Carole Osborne, Eric Welcome and Philomena Bodie. The library float was decorated by Kourtney Fehr, LeeAnn Elkins, Aly Herman, Lisa Woolf, Lynn Martin, Miranda Hayes, and Nicole LeFrancois.

It takes a team to put on a great event. Thank You!

**The Lake County/City Manager's meeting** was held last Thursday in Leesburg. This has been a great networking event for me. The County Library System funding formula was discussed again. They will have a speaker at the next meeting discussing economic development opportunities within Lake County.

The Lady Lake Chamber of Commerce Board of Directors meeting was held Wednesday morning at the Community Building. There were reviews on the business expo and Mike received kudos for his help and the success of this year's Christmas Parade. New board members were elected, and the Secret Santa gift exchanges ended the meeting.

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

I completed the draft minutes for the three meetings held this past Monday, December 6<sup>th</sup>, as well as the after-meeting work flow process.

Carol, Nancy W., and I processed the packets for the December 13<sup>th</sup> Planning & Zoning Board meeting.

Albert Rachel and Eric Welcome of Public Works loaded up the boxes of records scheduled for destruction on Tuesday in preparation for our trip to the Covanta facility in Okahumpka. On Wednesday morning, Nancy W. and I rode along with Eric in the Public Works truck to witness the records being dumped into the hopper for incineration. Nancy W. found this fascinating, and it

was, although it was very pungent inside the facility! Thank you to the department staff who boxed up their records and had them ready to go, and for the assistance of our Public Works staff! Nancy W. and I attended a meeting arranged by our I.T. Director, John Pearl, along with other staff and the Citizenserve software team, to review the business tax receipt processes. I am hoping to help by sharing my knowledge of the processes before I retire in a few weeks. Carol will be included in the next meetings (she took a couple of days off this week).

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

The Police Pension Board met Wednesday, and the Police Pension is very healthy with assets of \$11,651,315. The Actuarial Report from Foster and Foster was submitted to the board and reports that the Fiscal Year 2020-2021 return on investment is stated as follows.

“Plan experience was favorable overall on the basis of the plan's actuarial assumptions. Sources of actuarial gain included an investment return of 9.90% (Actuarial Asset Basis) which exceeded the 7.25% assumption and inactive mortality experience. There were no significant sources of actuarial loss.”

The Town has a prepaid contribution of \$46,908 that can be used to offset a portion of the stated requirements for fiscal year ending September 30, 2022. The Finance Director has increased the town contribution of 12.5% of payroll to 14% due to the new PBA union agreement which resulted in an increase in contributions to cover the town's portion of the plan. There was also an agreed upon increase in the amount of the State Premium Insurance check that the town is allowed to use toward its contributions to the plan.

The Town must also contribute funds to ensure the longevity of the pension fund taking into consideration the age, length of tenure and the assumption of disability of our police officers. The Unfunded Actuarial Accrued Liability (UAAL) is projected costs of maintaining the fund until the last benefits of current officers are paid out. This also takes into consideration return on investments (ROI), inflation rates and projected wages. It is not uncommon for a governmental entity to owe to the UAAL however the town is in a very healthy position to protect our police officers' benefits and have an actual UAAL of \$837,148 (meaning we not only paid the UAAL but are paid ahead).

If the town were to have a financial crisis such as hurricanes, large reduction of revenue such as the communication service tax audit that previously hit us (had to paid back \$1,354,699) or a huge infrastructure expense, the town has almost 3 months of contributions prepaid and could take a hit of around a million toward the UAAL without being in financial distress.

The town has been very fiscally healthy in funding their part of the police pension fund along with the 5% that our officers contribute. The town's prepaid contributions and the UAAL not being

under funded but rather \$837,148 ahead gives the town a buffer or saving account if town funds are needed to be directed elsewhere. The Town supports and backs our employees in blue and thank them for their continuing service to the residents of Lady Lake

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

Growth Management staff received revisions to the Lady Lake Square Apartments this week for the 288-unit complex to be constructed behind the Sam's Club west of County Road 25 and south of Griffin Avenue. A major modification application was received for the Christian Food Pantry on West Lady Lake Boulevard, as well as plats for Phase 5 and Phase 6 of the Green Key Village Subdivision. The phases include approximately 24.11 acres and propose 93 single-family residential lots; 45 lots in Phase 5 and 48 lots in Phase 6.

A Major Modification to Site Plan revision was received for the Water Oak Maintenance building, and work is soon to begin on the modifications to the Golf Course ponds at Water Oak in the coming weeks; preparation work is underway. Plans for the Old Dixie Highway Trail project were delivered this week and plan review will commence in the coming days.

The building department received demolition permits for interior fire alarm and electric work for Building 2 and Building 3 of the Hacienda Hotel. Staff issued 41 permits over the last week, and 113 inspections were conducted in the field.

**HUMAN RESOURCES (Tamika DeLee)**

The Administrative Assistant to Human Resources and System Analyst new hires will be starting on December 27, 2021. The Police Officer candidate who previously interviewed has signed his conditional offer letter. The Town of Lady Lake still has several jobs opportunities available. For more details, please visit our website at [ladylake.org](http://ladylake.org).

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

The community development software implementation project continued this week with the Building Department (Malina Wright and Becky Higgins), Code Enforcement (Lori Crain), the Town Clerk's office (Nancy Slaton and Nancy Wilson), .IT. (John and Patrick Kauper) and the vendor Citizenserve. The data migration test effort for the Building Department and Code Enforcement is continuing. Staff is working to identify and document application layout, process workflow, and data consistency issues in the test environment.

A successful integration of our community development and electronic payment systems was accomplished this week.

The document management software implementation project has been delayed for the past few weeks because the developer we have worked with for the past several months was ill. We were

informed this week that this developer will not be returning to our project and anticipate that a new developer will be assigned soon. Staff training regarding workflow automation will be scheduled in January.

Tyler Technologies' response to our Request for Clarification (RFC) 1 for RFP 2021-0003 for Enterprise Resource Planning (ERP) software was received this week.

Staff from Public Works, Growth Management and I.T. are scheduled to meet with Magellan Advisors next week to discuss the ongoing development of the Town's Fiber Master Plan.

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

### **LIBRARY SERVICES (Marsha Brinson)**

The Lady Lake Library is ready for Christmas and the holiday season. The staff has done a wonderful job with several new displays and trees. Every year the Lady Lake Garden Club decorates a beautiful tree in our lobby area. This year's theme is, Children and Candyland. We are so appreciative of their hard work on the library's behalf.

The library participated in the town Christmas Parade with a fun float created by staff. Children and grandchildren of staff members rode on the float and had a great time. Library patrons are always excited to see staff on the float and it's great to be part of a town event. There are several holiday events this week. Santa will visit the library on Wednesday the 8<sup>th</sup> for story time. Pictures will be taken and may be picked up at the library the next day. On Thursday, December 9, Dave Deluca from Black Tie Talent will be singing holiday songs in the library at 1:30.

Our regular programs continue with Best Buy's IPAD and IPHONE classes, Author's Roundtable, SHINE, Let's Talk Books, Adult Painting Class and reading with Scarlett our R.E.A.D. dog. The public may also book a time with Aly for assistance with computer and personal device help. Please call the library about these and other programs coming up.

A big shout out to the fantastic library staff for all of these programs and for all they do. We are also working on big "weeding" and shifting projects of the library collection.

Another big shout out to Al and Eric of Public Works who work so hard to keep the library looking great. This week they have put in new mulch, weeded and raked the grounds.

It's interesting to note that on average 700 to 800 people come through the library doors every day, to check out materials, take part in a class, seminar or program, to visit the Friends of the Library Book Sale room in the lobby or the socialize and read magazines and newspapers. The library provides so many vital services to our community.

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

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. Our focus this week has been the Light Up Lady Lake ceremony on Friday. In coordination with Public Works, we are just working on the micro details. We are pretty much ready to go! The director has been coordinating with the groups and individuals associated with the Light Up Lady Lake event for Friday. We are in good shape, and I predict a good event. As we have the First Baptist Church performing this year, it will be interesting to see the number of patrons who will attend.

We are also in good shape for the Luminary Walk and the Santa and a Movie events for next week. Both of these events are passive and do not involve the massive coordination that is involved with many of the other activities.

**POLICE DEPARTMENT (Chief Robert Tempesta)**

Officers of the Lady Lake Police Department are conducting annual firearms qualifications and use of force training at the Lake Tech Institute of Public Safety. This mandatory training is required by FDLE and the Commission for Law Enforcement Accreditation.

During these busy shopping days, we are conducting heavy patrols of the shopping areas both in vehicles and with our bicycle officers so that everyone has a safe holiday season. We are also using our digital message boards to remind shoppers to lock their vehicle doors and to keep packages out of view.

Remember, Lock it or Lose it.

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

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

Continued performing inspections of new roads, sidewalks, and stormwater inlets being installed at the Lake Ella Estates Project.

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

Continued installing Christmas lights and moving bleachers at the Log Cabin for Light Up Lady Lake event on Friday, December 10<sup>th</sup>.

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

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

Performed driveway apron inspections.

Travis' and Justin's crews started preparations and began installing decorations for the Town's Christmas Luncheon to be held at the Public Works Emergency Operations Center.

Kon's crew continued mowing of right of ways around Town and assisted the Police Department in picking up supplies. They also began removing some small trees that have grown up on a portion of the right of way on West Lady Lake Blvd. to make the right of way accessible to local traffic which has been impacted by the Florida Department of Transportation (FDOT) US 27/441 Road Widening Project.

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

Continued working on landscaping at the Library.

Repaired lighting issues in the back parking lot, fixed a water leak under the sink in the break room, and replaced some interior lights at Town Hall.

Installed Christmas decorations at Town Hall and the Library.

Set up tables and chairs for meeting at the Library.

Assisted the Town Clerk's Department in coordinating and transporting departmental records to be destroyed at Covanta.

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

Continuing service and repair of the Town's fleet and equipment. Also, prepared the bucket truck for its annual safety inspection.

**Utilities — Water and Sewer (Thomas "Butch" Goodman, Supervisor):**

Completed Utilities Availability Requests from prospective developers, Certificate of Occupancy close out requests, and work orders.

**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.

New utilities installation inspections and testing continued at Lake Ella Estates.

Meter installations, replacements, and exchanges continued.

Performed monthly meter reading, non-pay disconnects, reconnects, and left door hangers for customers as needed.

Replaced a damaged fire hydrant behind Home Depot on Dunning Avenue and repaired water service line on April Hills Blvd.

**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 in the near future for consideration to be put out to bid.

Phase One of the Well #4 and #5 Project: 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.

Completed and submitted Monthly Operating Reports to Florida Department of Environmental Protection.

**Administration:**

The contract paperwork for the land acquisition on Caroline Avenue was received back from the property owner this week. The Town Attorney is currently reviewing the paperwork for Town Commission consideration at the next meeting.

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.

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. A major lane shift is scheduled to take place on December 20<sup>th</sup> in preparation for the southbound bridge removal in January. The Oak Street detour will be removed at that time.