

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

December 16, 2021

Shout Outs this week go to Marsha Brinson and the library staff. They have done a great job with their new decorative displays and trees this year. I really appreciate their Christmas Card posted on Facebook and special events they put together such as Dave Deluca Black Tie Talent.

Light Up Lady Lake held last Friday deserves a shout out to Mike Burske and his Parks & Recreation crew with an assist from Public Works. This was a fabulous program with special thanks to Dr. Paul B. Harsh and the choir from the First Baptist Church of Lady Lake. A special thanks to Pam Jones for singing God Bless America.

The manager's meeting was held Tuesday morning to review the upcoming commission meeting agenda. We discussed leadership principles, events, and the upcoming Christmas party.

The employee Christmas party was held Wednesday at Public Works. Another great event put on by the employees of the Town. This was a great team effort from the decorations to the organization of the gift exchange. Five-year, Ten-year, 15-year and 20- year service awards were handed out. A special thanks to all those who brought great food and cheer. I eventually ended up with a pickle during the gift swap. If you receive a pickle for Christmas, tradition says you will have a year of good fortune. My wife passed on the pickle on to Ted Williams.

5 Years of Service: Carol Osborne, Heather Couch, Mary Mullen, Matthew Thomas, Michelle Bilbrey and Tanner Edwards.

10 Years of Service: Nancy Slaton, John Pearl, Ron Michaud

15 Years of Service: Pam Winegardner, Wendy Then, Jan Miller, Elvira Ruiz, and Keith Reyes

20 Years of Service: Albert Rachel and Robert Barnes

CLERK'S OFFICE (Nancy Slaton):

The December 13th Planning & Zoning Board meeting was rescheduled to Tuesday, December 21st since they did not have a quorum for this week's meeting. The agenda for this special meeting has been posted and distributed.

Nancy W, Carol and I processed and posted the agenda and packet for the December 20th Commission meeting.

I.T. Director John Pearl, Carol, Nancy W. and I attended another meeting with the Citizenserve software team on Wednesday to review the Town's methods of issuing business tax receipts. The

Citizenserve team appears to have a good understanding of our processes thus far and are building the software accordingly; they are very pleasant to work with.

Staff attended the employee Christmas party on Wednesday and there was so much excellent food that we kept going back for more. It was fantastic spending time with other employees whom we don't see often, and the Town Manager topped off the event by being the master of ceremonies; he brought a lot of humor to the gift exchange! Thanks to the Public Works staff for hosting the event that required so much planning and hard work, not to mention making food that was off the charts. You guys all rock! Thank you also to the Commission for allowing us this time off to mingle with the other departments! Maybe next year we'll get all the Commissioners to attend; we all enjoyed having Commissioner Kussard and Commissioner Hannan in attendance and they were great sports.

The Special Magistrate meeting was held on Thursday, December 16, a special date this month due to holiday schedules.

FINANCE (Pam Winegardner)

Our community building is averaging \$1,000 a month at mid-December, and I expect rentals not only will increase but will meet our expectations by fiscal year end next October.

The surplus retired police and town vehicles we sent to auction last summer netted the town \$26,015. Old street signs, poles and various metals are also recycled and last year resulted in close to \$7,000. The library cleans out old books and sells them at the Town's bookstore within the Lady Lake library for as low as 50 cents (and up to a \$1 or \$2) for hardback and paperback books. This includes children's books along with fiction and nonfiction. This store is run by our volunteers who we could not do without.

If the Police Department upgrades certain equipment, they will barter with vendors or contact small municipalities and donate these items to them with Commission's approval. Last year, old weapons and ammunition were exchanged for new weapons in an even up exchange resulting in no use of taxpayer money.

The condition of town vehicles is under constant monitoring from our motor pool employees to ensure not only are vehicles being well maintained but any damages are reported to the department head and fixed as soon as possible.

Town assets are taxpayer assets and staff takes great pride in guarding these assets through several layers of checks and balances.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

Growth Management staff issued a temporary certificate of occupancy for the Chipotle Restaurant located at 492 North Highway 27/441 on Thursday morning. The TCO will allow for stocking and personnel training for a period of 15 days.

Kohl' submitted plans for a minor interior remodel this week as well. The scope involves changes to the cosmetics department within the store. At the south end of Town, the Orange Barn was demolished on Wednesday to make way for the widening of Highway 27/441.

The Planning and Zoning Board meeting was cancelled on Monday, December 13th due to lack of a quorum. The three items on that agenda have been rescheduled for next Tuesday, December 21st, at 5:30 p.m.

Special thanks go to Rebecca Higgins this week for her effort of moving files from our department to our storage facility for proper records retention. Growth Management is tasked to keep numerous document types for compliance with state statutes, including land use applications, code enforcement records, and building permit data. Without periodic transfer of the records to our offsite facility, our department would easily be consumed by boxes and clutter. Thanks again for your work Becky, and to the Public Works personnel who assist with the operation as well.

Staff issued 46 permits over the last week, and 109 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

No report.

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

Staff have been focused this week on responding to the current Log4J security vulnerability.

Multiple vendor calls and visits were conducted this week regarding vulnerability detection and response, network architecture and performance and disaster recovery planning.

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 office (Nancy Slaton, Nancy Wilson, and Carol Osborne), IT (John and Patrick Kauper) and the vendor Citizenserve. The data migration test effort for the Building Department and Code Enforcement is continuing. Staff are working to identify and document application layout, process workflow, and data consistency issues in the test environment.

Staff from Public Works, Growth Management and IT are scheduled to meet with Magellan Advisors this afternoon 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 always endeavoring to bring interesting and innovative programming to the community. We are adding new classes and programs for youth and adults. On Thursday, December 16th, we are pleased to introduce a new adult painting class being taught by Summer Patterson that we hope will become a monthly class. Summer is a very talented local artist. There will also be youth art classes taught in the new year. Our teen group will be displaying their artwork at Art in the Park in January.

Nancy Brock will be hosting a new adult book group called "Let's Talk Books". This will be an informal gathering of readers to discuss favorite books and authors. Nancy also facilitates monthly fiction and non-fiction book discussion groups.

Aly Herman, the library's technology expert, is taking reservations for individual and small group classes to provide help on personal devices, laptops, tablets, and phones. Patrons can call the library and make an appointment to fit their schedule.

As libraries continue to evolve and change it is our focus to reach out to the community and area organizations. We will be able to again do out-reach services to local pre-schools, the local elementary school, and several assisted living sites. Libraries are so much more than checking out a book and are becoming space for learning in many different forms and as a place to gather for interesting programs and classes. Next year should also see the re-opening of our Maker Space, an area to create and learn.

Getting and using a library card should make the owner feel a partnership and be part of an organization that offers a range of services to the community.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming and trash detail. The maintenance crew has been working with making luminaries for the Luminary Walk to begin this Friday Night.

We hosted Light Up Lady Lake last Friday night with a good crowd of patrons. The First Baptist Church of Lady Lake did a great job. It was fun working with and watching one of their members adjust the sound system as they are in possession of a professional system. Gar, one of their members, is in the entertainment industry and had the system working great. All in all, a good event!

We have been turning on the lights at the Log Cabin on a nightly basis. Keep in mind that rain affects the lights, and many will not illuminate. As with last night, only 50% came on so we turned them all off as we want nothing less than perfection.

This Saturday evening, we have Movie and Santa at the Log Cabin. The event starts at 5PM and will go till around 8PM. This is a smaller casual event but gives the kids another chance to visit with Santa and watch the movie ELF. At this time, we have a 25% chance of rain. This has lessened from 46% for most of the week. If we get a good rain, then we will have to cancel as the lights will not come on and most of the charm is from being with Santa and watching the movie under the lights.

The luminaries for the Luminary Walk will be in place for tomorrow night. The luminaries will be on only Fri, Sat. and Sun. Once again if we get rain, it will melt the bags so Friday will be the best night to guarantee that you see the luminaries. The bags will be picked up on Monday.

Last but not least, I have an email that I will copy and paste from our Discus Crew at Rolling Acres. They recently went to the State Competition and did very well.

From Fred Weber:

It pleases me to report that last Saturday (12-11-21), eight of the fourteen senior athletes who train at the Rolling Acres circle journeyed to the Ansin Sports Complex in Miramar, Florida to compete in the 2021 Florida Senior Games State Championships. Our throwers, four women and four men, came home with six medals, four gold and two silver.

Because of the pandemic, this year's competition was not as heavily attended as in some previous years, but the winning numbers were such that they would have sufficed in any crowd.

It is obvious that our success results from the discus circle provided at Rolling Acres Sports Complex. We thank you and the town of Lady Lake for your wonderful support and assistance.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcements- Promotional testing for the rank of Corporal and Sergeant will be held on December 21, 2021. This is a competitive process which is part of the Collective Bargaining Agreement (CBA). There will be a written test and interview panel for both positions. The interview panel will consist of members from the Fruitland Park Police Department, Mount Dora Police Department, and Tavares Police Department that hold the rank of Lieutenant or higher. Good luck to all officers testing!

The Lady Lake Police Department received donations of stuffed animals from Pet Smart. They were delivered to the Villages Elementary of Lady Lake, Little Blessing Pre-School, and St. Paul Catholic School to bring some holiday cheer to the children. Thank you to Pet Smart for their

generosity this holiday season. We would like to thank Kon, Justin, Jordan, Travis, Albert and Phil of Public Works for their assistance with the numerous pickups from Pet Smart and the deliveries to all schools. We would also like to give a shout out to Aly from the library for her assistance in helping to sort and count the stuffed animals with Jan, who coordinated the entire process. Thank you, Jan.

Public Safety- The 2021 impaired driving national enforcement mobilization "Ride Sober or Get Pulled Over" goes into effect across the country from December 17th – January 1st. Driving impaired is one of the deadliest and most often committed-yet preventable crimes that has become a serious safety epidemic in our nation. During this holiday season, the Lady Lake Police Department will partner with NHTSA to get intoxicated and drug-impaired drivers off the roads to help save lives.

Officers are out on bike patrol in the shopping plazas throughout the holiday shopping season. We would like to remind you to be safe this holiday season by remaining fully aware of your surroundings. Remember to conceal any items and packages if you are shopping at multiple stores and lock your vehicle!

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):

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

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

Preformed driveway apron inspections.

All Public Works staff participated in the Christmas luncheon held at Public Works this week, a big shout and thank you to Ted, Eric, Billy, Justin, Mary, and the rest of the staff that cooked food and worked very hard at hosting the event for all the Town's employees. We hope everyone had a good time and enjoyed the food.

Travis's and Justin's crews continued preparations, re-stripped the parking lot at Public Works, and installed decorations for the Town's Christmas luncheon held at the Public Works Emergency Operations Center this week.

Kon's crew continued mowing of right of ways around Town and assisted the Police Department in picking up supplies. Continued removing some small trees that have grown up 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 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.

Installed Christmas decorations at Town Hall, Public Works, and the Library.

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.

Water and Wastewater Treatment Plants (Daniel Mykeljord – Lead 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 near future 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.

Congratulations to Daniel Mykeljord on his recent promotion to Lead Water Plant Operator.

Administration:

The contract paperwork for the land acquisition on Caroline Avenue has been completed. This item is on the next Town Commission Meeting's agenda for consideration.

Plans for the sewer portion of the upcoming Lady Lake Square Apartments were received and reviewed this week from the developer, Benchmark. The proposed new sewer improvements not only serve the new development on the corner of CR 25 and Griffin Ave, but will also extend the Town's sewer service area from Fennell Blvd to Griffin Avenue for future connections. Other improvements as a part of this project will include re-routing two existing lift-stations to the newly installed main lines to further improve the efficiency of the current collection system and add more capacity for growth on the north side of Town.

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.

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 20th in preparation for the southbound bridge removal in January.