

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

January 13, 2022

Village Manager Meeting: I met with the new District Manager of The Villages, Kenneth Blocker, last Thursday. We discussed several topics including the trouble we are both having finding applicants to fill vacancy positions within our organizations. We also discussed the Interlocal Agreement for Fire Services with the Villages Fire Department. Kenneth advised me to contact Gary Lester to discuss the Police Services Agreement.

Lake County Commissioner Chairman, Sean Parks Zoom Meeting: Mayor Reitz, Thad Carroll and I participated in a Zoom meeting Friday at 3:00 p.m. Commissioner Parks discussed building relationships between the agencies, and we also discussed planning issues prior to the February 7th Joint Planning Work Group meeting.

Further, the issues with Rolling Acres Road were addressed. We discussed the idea of developing a partnership with the Town of Lady Lake, Lake County, and the State of Florida to resolve the issues with Rolling Acres Road. Commissioner Parks was receptive to the idea.

Department Manager's Meeting was held on Tuesday morning. We reviewed the upcoming Commission Meeting Agenda for Wednesday January 19th at 6:00 p.m. The managers discussed their accomplishments for the past year and their goals for 2022. I am very pleased with the Department Managers and their teams. They have accomplished a lot over the past several months and we are excited about the upcoming projects for 2022.

Board of Directors Chamber Meeting was this Wednesday. They discussed the status of fireworks fundraising and the Art in the Park event that is coming up on January 22 & 23.

CLERK'S OFFICE (Nancy Wilson):

I attended my first department head meeting this week; wow – what an impressive bunch of leaders the Town has. They explained their achievements of the previous year and listed their goals for the upcoming year. Busy people indeed.

We're ahead of schedule getting the delinquent business tax receipt letters out. Carol performed the mail merge operation and all the clerical work required to get them ready for mailing – that will happen today. There were 136 businesses that didn't renew; they could be out of business or be procrastinators. It's always interesting to see what that ratio is. In March, those businesses who remain delinquent will be turned over to Code Enforcement.

The packet for the January 19th meeting was compiled, posted and distributed.

With one vital person missing from the Clerk's department, we are staying on top of everything, and all is running smoothly.

FINANCE (Pam Winegardner)

The Town of Lady Lake Community Building rentals as of the end of December are meeting expectations with the town renting out the building for an average of \$1,124 a month. If rentals are consistent, the town will exceed our annual revenue estimate of \$13,360.

Collection of Ad Valorem is ahead of last year by \$240,767 as is collection of the delinquent Ad Valorem taxes. Local Communication Tax revenue is behind last year's collections by only \$4,300 with Local Government Half-Cent Sales Tax ahead currently by \$18,435. Discretionary Local Government Infrastructure Tax also is ahead of last year by \$20,454. These are our larger revenue streams with the smaller ones also coming in timely.

Our budget is balanced using current year revenue against current year expenses. It is common for expenses to come in before the current revenue in which case the Town has unrestricted money to cover this timing difference. We collect all the expected revenue through September of 2022 which replenishes the town's unrestricted funds and a follow up audit by an outside independent Auditor verifies the town is fiscally responsible. The Town is very careful with the taxpayers' money and all expenses are approved by our Town Commissioners either through the budget process or a budget adjustment and they ensure that the town can supply the services promised to our residents.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week staff received revisions for the Ye Olde Thrift Shoppe which includes exterior finish improvements, replacement of roof structure and waterproofing, interior improvements including partition walls with doors and windows, and minor electrical modifications. Fire alarm permits are under review for the work being done at La Hacienda Hotel at 1201 Avenida Central.

A site plan was also submitted this week for the Old Dixie Highway Park improvements, a project of 9.97 acres which will include a walking path and restroom facility on property located on the southwest corner of South Old Dixie Highway and Lady Lake Boulevard. The Lady Lake Square Apartments and the Narine Commercial Retail Office site plan will come before the Town Commission next Wednesday, January 19th at 6:00 p.m. for consideration of approval.

Staff issued 42 permits over the last week, and 64 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Human Resources was able to fill several vacant positions in 2021. The positions are as follow: Park and Recreation Operator I & Operator II; Public Works Operator I & II; Systems Analyst;

Administration Assistant to Human Resources; Deputy Town Clerk; two Library Assistants; Water Lead Operator and several Police Officers positions. The Town is happy to report that we have overcome the second year of COVID-19 without losing any of our employees. Town of Lady Lake has several job opportunities that HR is currently working on filling. For more details, please visit our website at ladylake.org.

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

The security program efforts this week have focused on continued development of our vulnerability detection and response systems.

The community development software implementation project continued with the Building Department (Malina, Becky, and Christie), Code Enforcement (Lori), the Finance Department (Debbie), IT (John, Leon and Patrick) and the vendor Citizenseve. Discussion focused on integrations with our current Enterprise Resource Planning (ERP) software and our Identity and Access Management (IAM) solution. The data migration test effort for the Building Department and Code Enforcement continued. Staff are working to identify and document application layout, process workflow, and data consistency issues in the test environment.

The document management software implementation project continued with IT (John and Leon) and the vendor MCCi. Final testing plans and user training schedules are being developed.

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 Department Head meeting on the 11th was a time for sharing goals and accomplishments and to hear other's plans and ideas for the future. My goals for the library as interim director are to streamline some procedures, plan for new programs, brainstorm with staff on public space usage and keep the library a destination for learning, entertainment and assistance.

Youth library staff is completing a moving and shelving project. Nicole and Kourtney have added more shelving and created needed space for materials as well as making it easier for little hands to reach books. Great job! Thank you to Al and Eric who brought down extra shelving units from storage and set them up. A shout out to LeeAnn whose spatial planning made it all work!

I will attend, via ZOOM, a county meeting concerning the library's interlocal agreement as well as a face-to-face meeting with George Taylor, the Lake County Library System Director, this week.

It will be a nice to meet with the Library Advisory Board on Thursday. They are a pleasure to work with and I have not seen several members since my return to the library. It is a chance to report on library achievements and on future plans.

Several staff members are taking continuing education webinars. This is an excellent opportunity to discover emerging library trends, reinforce skills or discover new ideas for programs and classes.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. Sam and Dillon continue to do a great job in getting down the holiday lights at the Log Cabin in preparation for Art in the Park.

The Director continues to work with the Chamber of Commerce for Art in the Park. We hit our maximum of 70 vendors about two weeks ago. We have opened up spaces behind the train cars to fit additional vendors. We are getting the largest number of vendors that this event has ever had.

We have been working on the last details with Neel-Schaffer Engineering and our Growth Management Department to put the Walking Trail Project out to bid. **We will not see this project go out to bid before mid-February.** The Parks Director jumped the gun and we need to finish the site plan review for the project. We could put it out to bid now but we may have to add an addendum to the bid. It is better to wait and do it right. Considering the project has gone from idea to design to bid within a year, that is very, very fast. Holding off for an extra month will be prudent.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: The Lady Lake Police Department is in the process of hiring a candidate for a police officer position. The background check has been conducted and is complete. Human Resources is setting up the physical/drug screening and the psychological exam.

Public Safety: Most local motorists are already aware of the new traffic pattern on U.S. Hwy 27/441 near Fennell Blvd. This pattern will prevent southbound motorists from accessing the bridge. Southbound motorists will need to travel to the right of the bridge on a newly constructed roadway. The southbound side of the bridge is in the process of being removed.

The police department will continue to enforce the posted "no left turn" at Rolling Acres Rd, Old Vineyard Rd, and Fennell Blvd. If someone is stopped for violating the posted sign, they will be cited. Please allow extra time to get to your destinations. There will be more pattern changes as the widening project continues, so it important that all motorists pay attention when traveling through the construction zone. A traffic pattern can be as simple as a shift in a lane that you are traveling on or a detour onto a new roadway like in recent months.

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):

Patched potholes and road cuts.

Litter pickup around Town is ongoing.

Removed damaged and dying tree at Town Hall.

Performed inventory of parts and equipment in the fleet vehicles and storage areas.

Travis and Justin's crews started tree trimming and general right of way clearing on Oak Street between Clay Avenue and Rolling Acres Road. They also assisted in repairing sidewalks and the book drop off driveway at the Library.

Kon and Tanner continued working on cleaning up the right of way on West Lady Lake Blvd for vehicle access.

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

Replaced some exterior lighting at the library in the patio area.

Repaired irrigation system at Town Hall.

Performed multiple work orders at the library.

Continued working on landscaping at Town Hall and 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):

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 by the contractor will recommence next week.

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

Suez, formerly Utilities Services, is performing pressure washing and re-painting of the potable water storage tanks. This is a part of the annual contract that inspects, repairs, and services the water tanks throughout the system.

Future potential development projects coordination is ongoing with the Growth Management Department.

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. Final stages of work are continuing for Phase One of the project, piping and interior coating currently being installed. 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. Currently coordinating with FDEP for permitting, permit is pending.

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 by that time.

Administration:

The connector road between Caroline Avenue and Spencers Lane is on hold currently with a failure to close on the property purchase due to mortgage and title issues with the property owner. This issue will be discussed at the next Town Commission meeting.

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 took place on December 28th. This shift directly affected traffic movement and eliminated some southbound left turns at Rolling Acres Road, Old Vineyard Road, Fennell Blvd, and Water Oak Blvd. The contractor is currently preparing the roadway to re-open the southbound left turn lanes on Rolling Acres Road and Fennell Blvd. These two turn lanes should be re-opened next week. The southbound left turns at Old Vineyard Road and Water Oak Blvd will remain closed. Drivers should use caution in this area. The southbound bridge demolition work is underway.