

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

By Bill Lawrence, Town Manager

February 3, 2022

**Collapse:** At approximately 5:00 p.m. on Wednesday afternoon, I was notified by Chief Tempesta that there had been a collapse at the FDOT project construction site and a worker could be buried. Police, Fire and Public Works were on scene, and I made my notifications. The accident resulted in one construction workers death; the body has been recovered. I am extremely proud of the teamwork among multiple agencies who responded to this tragic accident. I am extremely proud of the Lady Lake Police and Public Works Department who worked through the night at this tragic scene. This is an FDOT project and is still under investigation by the appropriate agencies.

**Shout Outs this week** go to Julia Harris for putting together another great employee newsletter and to all the Department Managers & Commissioners for their work during the mock commission meeting with The Villages Charter Middle School 7<sup>th</sup> grade civics class. Great Job!

**Eustis Interim Town Manager, Tom Carrino** and I discussed issues with economic development and the effects of a moratorium that the City of Eustis has gone through. This will be discussed in more detail at the Commission Workshop on February 7.

**Department Manager's Meeting** was held on Tuesday morning. We reviewed the upcoming agenda for the Monday, February 7<sup>th</sup> Commission Meeting, along with the new Covid 19 Policy that follows CDC guidelines. We also reviewed the mock commission meeting with the Villages Charter Middle School 7<sup>th</sup> grade civics class. I thought the Department Managers did a great job working with the students; it was a very rewarding experience. The managers came up with some great ideas for next year's meeting that would make it more efficient and enhance the children's learning experience.

**Lake County City/Town Managers** lunch meeting was held Thursday in Leesburg where general discussion was on the agenda. I will share more next week.

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

I attended the staff meeting after which I finalized agendas, prepared, and submitted ads for Resolutions 2022-101 and 2022-102 and prepared/distributed the agenda packets.

Business Tax Receipt data for January: 2 transfers of ownership, 25 renewals, 4 new businesses

- Massage Innovations, LLC, 126 S Hwy 27/441
- Chipotle Mexican Grill, 508 N Hwy 27/441

- Auto Tow, 110 Spencers Lane
- Edwin Watts Golf Shops, 676 N Hwy 27/441

Commissioner Freeman has talked to six people who subsequently submitted applications who would like to be a Citizen Advisory Task Force (CATF) member. All applicants fall below the income threshold. Once the Task Force is finalized, C.T. said the group would have their initial meeting in March or April. The CATF is a component of CDBG grant qualification.

**FINANCE (Pam Winegardner)**

No report.

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

This week staff held a pre-construction meeting with the 7-Eleven development team to commence work on the new project. Demolition activities have begun for the project. The building shell is nearing completion for the last outparcel in the Lady Lake Commons Shopping Center, and the permit has been processed (internal build-out) for the Eyeglass World which will be an occupant of the building.

The development order for Lady Lake Square Apartments, a 288-unit complex that will be located behind the Sam's Club and north of the Post Office on County Road 25 was issued on Tuesday. Work on the project and the extension of the sewer line to serve the project will commence in the coming weeks.

On Monday, February 7<sup>th</sup>, the Town Commission will consider a site plan modification for a 400 square feet addition and ancillary improvements to the Christian Food Pantry located at 103 Lady Lake Boulevard, as well as the final approval of the site plan for the Old Dixie Highway Park which will include a walking trail and other amenities. Reconsideration of the 160-unit housing development on north County Road 25, referenced as the Applebee Property, will also be heard by the Commission on Monday.

Staff issued 42 permits over the last week, and 68 inspections were conducted in the field.

**HUMAN RESOURCES (Tamika DeLee)**

No report.

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

John met with Lewis Brisbois this week to resume development of a Cyber Security Incident Response Plan.

Our annual hardware lifecycle project continued this week. Most of the new user equipment has now been received. John and Leon are preparing and testing various deployment and management tools.

The community development software implementation project continued with the Building Department (Malina, and Becky), Code Enforcement (Lori), IT (John, Leon and Patrick) and the vendor Citizenseve. Staff anticipates that an updated test environment will be delivered soon incorporating the many change requests collected over the past couple of months. The focus of our effort this week has been on enterprise resource planning and document management integration concerns.

The document management software implementation project continued with John, Leon and the vendor MCCi. Final testing plans are being developed. Administration training has been scheduled for later this month.

Multiple meetings occurred this week regarding the development of a Fiber Master Plan. Public Works (CT), and IT (John and Patrick) met with Magellan Associates to review the current design, projected bill of materials, grant opportunities and implementation schedule. A staff meeting will be held later this afternoon to determine if any changes are necessary.

John met with our ERP vendor CentralSquare and utility collection software vendor Neptune to finalize plans for an anticipated software upgrade. This project will begin in a few weeks.

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)**

This has been a less busy week at the library which gives us time to do some maintenance and planning. Library maintenance usually consists of shelf reading, making sure that items are shelved properly. We have also changed out displays and have reorganized several collections.

Nancy Brock is busy cataloging a donation of over 30 Great Courses. These will be available for check out soon and cover a wide range of subjects including archeology, photography, history, various art and health subjects and many more.

Our R.E.A.D (Reading Assistance Education Dog) Scarlett visits us every Wednesday. Kids can make an appointment to read with her. She is a beautiful yellow Labrador Retriever who loves the kids. This is a relaxed and non-judgmental environment to practice reading; Scarlett enjoys it too!

As I was writing this a patron came to my office to tell me that today is the 15<sup>th</sup> anniversary of her study group meeting in one of our rooms and how much she appreciates the library. She went on to say that she considers staff her library "family". This is a wonderful testimony to how important

a library is to the community. We are so pleased to be here to offer assistance on the computers, finding the perfect book, helping with homework, doing programs and story-times and all the other things we do to serve our patrons.

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

The Parks and Recreation Department has been performing general maintenance, mowing, trimming and trash detail. We are continuing to work on installing the sunshades at the Dog Park; there is ten-day delay for concrete. However, we will be pouring eight yards of concrete this coming Tuesday for the footers to the sunshade at the small-dog park area. This week the maintenance crew trimmed the trees at the Dog Park as requested by the patrons. The goal is to give more light for grass. Vicky has been working at both Heritage Park and the Log Cabin to trim the plants that were hurt by the frost.

As of this morning, the maintenance crew is working refurbishing some older soccer goal nets that were purchased 17 years ago. These will be utilized for this season for the soccer fields. This equipment has been in storage for five years. As the Lady Lake Soccer Association has once again transitioned, there is now a need for these goal nets. I will have new goal nets in my budget for next year as the ones we are working with are in rough shape.

I have been working on the Easter Egg Hunt, Mac and Cheese Cook Off, soliciting funds for the 2023 fireworks and working as support for the maintenance staff. I am currently working with two groups for donations; one has agreed to pay for naming rights and will be presenting the first of two sizable donations in the next few months. We will do a special presentation at one of the Commission Meetings to have the check presented to the Mayor.

I stopped the contractor from continuing the tile work at the Rolling Acres Concession Stand. The tiles had terrible spacing and were very crooked. The tiles will be removed and replaced. The contractor was agreeable to our demands and will be working overnight to keep the bathrooms open.

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

**Announcement:** The Lady Lake Police Department is pleased to announce the newest member of the department, Police Officer Jonathan Goehring who will start Field Training on Monday February 14, 2022. He has three years of previous experience in law enforcement.

The next scheduled Physical Agility Test and written exam will take place on February 8, 2022, at Lake Technical Institute of Public Safety. There are currently two open positions. Please visit <https://www.ladylake.org/departments/human-resources/police-officer-vacancy-announcement/> for more information. Interested applicants can obtain an employment application on-line. Please submit all applications to Tamika DeLee in Human Resources.

Attorney General Ashley Moody will be in Town to recognize the Lady Lake Police Department and the Lake County Sheriff's Office through her "Thin Line Tribute" which recognizes Law Enforcement statewide. She will hold a brief press conference.

**Public Safety:** The men and women of the Lady Lake Police Department send our sincere condolences to the family of the construction worker who lost his life in a tragic accident yesterday afternoon on the bridge. This case is still under investigation by our detectives. Information will be released when available.

Police Officers were on scene with The Villages and Lake County Fire Departments, our Public Works Department, and other assisting agencies. We would like to thank all involved for their hard-working efforts.

The Police Department would like to thank Mission BBQ and Chick-Fil-A for being great community partners and bringing food for all of our first responders working at the emergency scene.

As always, please be alert, patient, and safe when out on the roadways.

**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.

Travis' and Justin's crews continued tree trimming and general right-of-way clearing on Oak Street between Clay Avenue and Rolling Acres Road.

Kon's crew also 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):**

Continued replacing interior and exterior lighting at the Library, Town Hall, and Public Works.

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, purchase orders, 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. Staff coordinated vital utilities relocation work by the contractor on the south end of town this week.

A special shout out to Robert Barnes, Jacob Jackson, and Richard Mitchem that assisted EMS in the recovery of the construction worker lost in a cave in at the recently removed overpass site on US 27/441 last night. Staff was asked by the incident commander to bring the sewer vacuum machine to the site to help remove the overburden soil in efforts to locate the worker. Robert, Jacob, and Richard responded at 6:00 PM last night and stayed until after 3:00 AM this morning until the worker was located. It was a tragic event, my thanks to them for staying until the very end and working in conjunction with the Police Department and all of the other various agencies on scene.

New utilities installation inspections and testing continued at Lake Ella Estates. Staff also reviewed and approved the FDEP Utilities Construction Clearance Letter is week for this project.

Suez, formerly Utilities Services, finished up performing pressure washing and re-painting of the potable water storage tanks this week.

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

Staff continued performing water reconnections and coordinated work orders for high usage customers, leak detection.

**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 wrapping up for Phase One of the project, weather has slowed the painting portion, and the contractor is still awaiting large parts delivery. Tentative completion date for Phase One has been pushed back to March due to materials' delivery dates. Phase Two plans and specifications for bid are being compiled for Town Commission consideration on February 23<sup>rd</sup>. Phase two is the large phase of the project that consists of constructing a new treatment plant along with other major improvements that were previously reviewed and approved by the Town Commission.

Phase One of the Well #4 and #5 Project, Citrus Well Drilling has mobilized equipment to the well number 4 site and preparing to commence work next week. This has been a long time coming and we will all be happy to see the drill in the ground. Phase Two documents and design will be brought to Town Commission for consideration to bid once work is underway on Phase One. Phase Two consists of the construction of a new ground storage tank, new high service pumps, and other major system improvements.

**Administration:**

The connector road between Caroline Avenue and Spencers Lane property purchase has been put back on the Town Commission Meeting Agenda on February 7 for discussion and direction.

The Utilities Agreement with the Benchmark Group for the sewer line extension on CR 25 from Fennell Blvd to Griffin Avenue is being finalized. This project will extend sanitary sewer service along CR 25 from Fennell Blvd to Griffin Ave, while also improving collection system operations of two other lift stations. The developer will be funding their portion of the project and the Town will be funding the system improvements not related to the development project. This agreement will be brought to Town Commission this month for consideration.

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.

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