

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

By Bill Lawrence, Town Manager

February 17, 2022

**Expense Report:** The first four months of the fiscal year report shows the general fund at 30.46% and revenues brought in at 45.04 % which is right on target. The Utility Fund expense is at 15.5 % and revenues are at 17.67 %. It's always great to have your revenues coming in higher than your expenditures. Great Job Team.

**Department Manager's Meeting** was held Tuesday morning. We reviewed the upcoming Workshop Agenda for Thursday 2/17/22 at 2:00 p.m., the Special Commission Meeting for 2/23/22 at 4:45 p.m. on the Church at the Springs CUP proposal; the Closed Executive Session at 5:15 p.m. on 2/23/22 and the regular Commission Meeting at 6:00 p.m. on 2/23/22. We discussed the Joint Planning Meeting and the status of the CDBG grant Advisory Board. We have 7 applicants for the board.

**Taylor Property:** C.T. and I spoke with Ms. Taylor on Monday morning. She has called her mortgage company and they are doing their research to see if the legal description includes the property on which we have a purchase agreement. I explained that we just need to have the closing agent contact them. Ms. Taylor asked to give her two more weeks.

**Library Director Position:** Tamika, Marsha and I met this week and selected 5 applicants to be interviewed on February 28. The timeline shows the backgrounds and hiring process to be completed by March 7<sup>th</sup>.

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

About 75% of our time this week was spent on compiling, preparing, and publishing the upcoming meetings' agenda packet(s).

The bid advertisement for the Old Dixie Highway Park improvements was submitted and the bid documents were placed on Demandstar (shared network for government contracts). A pre-bid meeting will be held in March and the deadline for bids is at the end of March. Hopefully, there will be a healthy interest in the project so we will have a nice pool from which to choose.

The final bill for the 2021 election was received - \$22,486! This was much more than expected. A little background: around 2010, Florida counties decided that the cost for municipal elections needed to be offloaded from their budgets and thus paid for by each municipality who didn't switch to even-year elections only. Their reasoning was because they only conducted

county/state/federal elections in even numbered years, why should they cover the cost for those municipalities who chose to conduct elections in odd-numbered years. A lot of cities/towns then moved to the county election schedule. One reason for not having staggered elections and why a lot of municipalities decided to go ahead and foot the bill, is because they didn't want to be in a situation of having a Commission consisting of five new members. Changing Lady Lake's election schedule may be something the Commission would like to consider. The costs for these off year elections will only increase.

One other election related matter is for Commissioners to be elected by all registered voters in the Town instead of just those in their Wards. The Wards would remain the same – each having an elected official who resides within it but who would represent all Wards (though technically you already do that.)

John Pearl and Andy Crogan worked wonders on my computer woes this week. I went from red hot to cool as a cucumber! They really are terrific.

**FINANCE** (Pam Winegardner):

I am on an email group called FGFOA-Listserv. Several cities, towns, counties, and other entities are reporting a large increase over the last year of fraud through altered checks, car wrap scans, fraudulent ACHs, reversed unauthorized debits. The senders of this information include Manatee County, Palm Beach County Property Appraiser's Office, Casselberry, and City of Fort Meade among a few.

We sent an email to all employees of Lady Lake alerting them to the type of fraud even the citizens will incur. The car wrap scam is for an offer to shrink-wrap your car with an ad on the shrink wrap making a couple of hundred dollars. They send you a check to pay you the two hundred, but the check comes for \$2,000. They ask you to deposit the check and take your \$200 and send the rest to the company who will shrink-wrap your car. Of course, by the time the check bounces, the bank takes the \$2,000 out of your bank account and you are stuck. This type of transaction happens also with selling items on Craigslist, Offer-up, eBay or other selling sites. They will come pick it up later but will send you a check for more which you are to take your portion out and then ask you wire the rest to them.

As an end to this, the town has had fraudulent checks, but we are protected by positive pay which is a list of checks we authorize to be paid by Truist. We are checking into another ACH fraud prevention that Truist offers. We are protected and we check our bank balances every working day plus must authorize all ACH transfers in and out. The banks who cash these fraudulent checks are the ones hit hard.

As a side note, interest rates on our investments are down with FLClass paying .1226% daily down from .1668% and Florida Prime at .14% remaining the same as January.

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

The Growth Management Department received a Major Modification application for a new maintenance operation building at Water Oak Country Club Estates this week, as well as the resubmittal of Preliminary Plat Plans for the Green Key Village Phase 5 & 6, which will include 93 new homes at completion of both phases. On Monday evening, the Planning and Zoning Board recommended approval for a variance to construct a deck at 1620 Pinehurst Street, as well as a recommendation of approval for a variance to a tower setback requirement in association with the Hammock Oaks development.

The building department issued the permit for the 7-Eleven convenience store and carwash located at 995 North Highway 27/441, and remodel plans were issued for the Hacienda Hotel Building 4 located at 1201 Avenida Central. The Abrantes Medical Center construction plans were approved for the facility to be located at 871 Highway 466, Building 200. A commercial certificate of occupancy was issued for the Health Food Store at the Too Your Health Spa at 989 South Highway 27/441. A certificate of Completion was issued for 621 and 623 North Highway 27/441; this is the shell building which will be the location of a future Eyeglass World and TD Bank.

Staff issued 72 permits over the last week, and 82 inspections were conducted in the field. Two residential certificates of occupancy were issued in Water Oak this week, and two others were issued in Green Key Village.

**HUMAN RESOURCES (Tamika DeLee)**

Human Resources participated in the Spring 2022 Job Fair this past Monday. The Spring 2022 Job Fair was hosted by Lake Sumter State College Career Development Services. There were a lot of inquiries from students with regards to becoming a Reserve Police Officer. We were also invited to participate in the upcoming job fair that will be held this Fall. It was a great networking opportunity while meeting other employers. 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](http://ladylake.org). Team Lady Lake has been created for Relay for Life. As of today, it consists of seven employees. If employees are interesting joining, please contact Julia Harris or Tamika DeLee for more details.

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

The department was happy to have Andy return this week following a two-week absence. He was missed. Andy does a great job responding to staff requests for service.

Multiple network security efforts occurred this week with John responding to and remediating vulnerability detection events. John met with multiple vendors to discuss their ICS/OT security services.

The community development software implementation project continued with the Building Department (Malina Wright, Becky Higgins, and Christie Gosneigh), Code Enforcement (Lori Crain), IT (John, Leon and Patrick) and the vendor Citizenserve. The pace of our progress had slowed the past few weeks but is beginning to pick up again. A backlog of change requests is being addressed now and we anticipate that most will be completed soon.

The document management software implementation project continued with IT (John and Leon) and the vendor MCCi. Multiple meetings occurred. MCCi delivered a draft version of the User Acceptance Testing program for comment. Leon has identified multiple configuration issues and is working with the vendor to address those prior to beginning the UAT effort. The vendor postponed scheduled training due to staffing issues. We are working to reschedule.

Leon continued various Microsoft Office 365 configuration efforts this week focusing on compliance, management, and security configuration.

Public Works (CT) and IT (John and Patrick) met with Magellan Advisors to review the status of the conceptual fiber network design and wireless overlay to be included in the Town's Fiber Master Plan. We anticipate this project will be completed within the next 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)

Valentine's Day is always sweet at the library! Candy was given out to all of our valentines, especially to the kids. They received special bags with candy and treats put together by Miss Kourtney.

AARP tax preparation continues Tuesdays and Thursdays through April 14.

There was a pirate invasion at the library on Wednesday the 16<sup>th</sup>. Robert Jacob, pirate expert and author presented a youth program in the morning and an adult/family program in the afternoon to enthralled audiences. He shared his expertise and knowledge and donated two of his books to the library.

Plans are moving forward for spring break and summer programming for youth and adults. School breaks and summer are a time for many to catch up on leisure reading and enjoy everything the library has to offer.

Our collections continue to grow, both on our shelves and our digital collections. We love to give tours and information about the library. Please call us for more information.

**PARKS AND RECREATION (Mike Burske)**

The Parks and Recreation Department has been performing general maintenance of mowing, trimming and trash detail. We have finished the first sunshade at the Dog Park. It looks incredible. Van, Brad, Dillion and Sam saved the town several thousand dollars by installing it instead of contracting the install. It is a beautiful shade. We have one more to install that we will start on in a few weeks.

I spoke to the Lions Club, and they have reserved the Community Building to host a pancake breakfast the same morning of the Easter Egg Hunt, April 9. This will give another activity that day for the patrons to enjoy. I will keep you posted as the event details are worked out.

I met with the Town Manager and have e-mailed the Town Attorney on what needs to be done with our ordinance concerning pets in the parks. We can put up signage now, but it will be better for us to state in our ordinance what areas are dog friendly. As of now, the Rolling Acres Sports Complex has become a dumping ground for area dogs. This is very visible around 5:00PM at the back of the driving range, discus field and even the soccer fields. We will see drafts of the additions to the ordinance in the next few weeks.

The Parks and Recreation Director is in the beginning stages of writing a 5-10 Year Capital Improvement Plan for Parks and Recreation. I will be seeking input from the Parks, Recreation and Tree Board, the Commission and area residents to include the sports leagues.

**POLICE DEPARTMENT (Chief Robert Tempesta)**

Jonathan Goehring was sworn in as a police officer with the Lady Lake Police Department this week. He will begin the Field Training Program. Good luck and welcome to the Lady Lake family!

The next scheduled Physical Agility Test and written exam will take place on February 23, 2022 at Lake Technical Institute of Public Safety. There are currently 3 open full-time 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.

The Lady Lake Police Department will hold its quarterly In-Service training next week. Officers will recertify in Taser and First Aid/CPR/AED. Thank you to Marsha Brinson for allowing us to use the 2<sup>nd</sup> floor of the library to host the training.

**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. Performed tree trimming around Town. Crews cleaned off storm drains around Town to stay ahead of the rain events. Repaired leaking stormwater pipe at 419 Chula Vista Avenue.

Travis's 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 and adding clay to the roadway on West Lady Lake Blvd for vehicle access.

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

Worked on HVAC systems at the Library. Repaired chain and gate at the fuel depot behind Town Hall. Worked on electrical issues with the entry gate and ice machine at 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. Utilities relocation work by the contractor continued at the south end of town this week. Completed a major waterline connection and received line clearance from FDEP to put it back in service.

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

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

Staff completed and submitted the annual SERC Registration of facilities required by the regulatory agencies.

**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 on the agenda for Town Commission consideration on February 23<sup>rd</sup>. Phase two is the large phase of the project that consists of construction of 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 completed the well casing installation for the well number 4 site and has commenced work on well number 5 well casing installation this week. Phase two documents and design will be brought to Town Commission for consideration in March. 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 was discussed at the last Town Commission Meeting. Staff has contacted the property owner and will provide updates at the next Town Commission Meeting.

The Utilities Agreement with the Benchmark Group for the sewer line extension on CR 25 from Fennell Blvd to Griffin Avenue has been finalized. This sewer line extension is a part of the Lady Lake Apartments Project which 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. The Town's portion of the costs will be offset by the Sewer Impacts Fees collected for the Lady Lake Apartments Project, meaning that the entire project will pay for itself. This agreement is on the Town Commission Meeting agenda on February 23<sup>rd</sup> for consideration.

The RFQ for Engineering and Consulting Services advertisement is on the February 23<sup>rd</sup> Town Commission Agenda for consideration. This Request for Qualifications (RFQ) is advertised every 5 years or so, to establish continuing services contracts for Engineering and other consultants. The scope of services is revised as the Town grows and different services are needed by the various Town Departments.

The Utilities Department currently has 2 job openings. Utilities Collection/Distribution Technician I and a new position, Lift Station Mechanic. Staff has set up an interview for the Lift Station Mechanic position next week. 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.

The Benchmark Group has given us a link to a drone video showing the road widening project and the Lady Lake Commons development as seen here:

<https://www.dropbox.com/sh/gywqauu4fbgzf7y/AAATibDMb6sLjkBoddiOkDyOa?dl=0>

The road widening project CEI consultant that works for FDOT, Eisman and Russo, has made the video As-Builts of the project available via link as well, as seen here:

<http://www.visualasbuilts.com/SR50004/>