

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

February 24, 2022

Shout Out this week to Tamika DeLee, Human Resource Director. Tamika has completed her 6-month probationary period. She has done a great job with new hires, training, and safety programs. Her performance is especially noteworthy because she was short staffed for several months; she has since hired an assistant, Audrey Richards, who is a great addition. Tamika has been challenged by the ever-changing Covid 19 policies and making the adjustments when necessary. She has also assisted me with research and drafting new policies when needed. Great Job Tamika!

Municipal Impact Fees: Mayor Reitz suggested I contact Paul Larino, Town Manager for the Town of Montverde, about municipal impact fees. I spoke with Paul on Tuesday who said the Town of Montverde had conducted an Impact Fee Study then adopted an ordinance which he has shared with me. The impact fees can be used for water, sewer, road expansion and sidewalks. I do have concerns about the fees because of the recent Florida Law that passed limiting the amount of impact fees that can be collected. Thad and I will continue to research this additional funding mechanism to help with our growing pains.

CLERK'S OFFICE (Nancy Wilson):

It was a short week but a busy one. Tuesday was the Special Magistrate meeting; the minutes have been completed. Wednesday, three meetings were held that we prepped for, and post processed all that was necessary. Two new bids were posted and advertised, eight ordinances and resolutions were prepared for recording and minutes were transcribed.

FINANCE (Pam Winegardner):

The Finance Director to qualify as a Certified Government Finance Officer, must take continuing education units every two years including four hours of ethics. There are both free and paid webinars that qualify for these requirements that not only CGFOs but CPAs, elected officials and other positions must take.

The Ethics course hi-lights not only the Code of Ethics but the Sunshine Law and explains that even the appearance of unethical behavior should be avoided at all costs. The Code of Ethics includes not accepting anything of value when the intent is to gain favor on a public decision, being careful with solicitation and acceptance of gifts, avoiding unauthorized compensation, misuse and/or abuse of public position, doing business with one's agency, conflicting employment or contractual relationship, lobbyists. The course also lists the penalties that could be involved with infractions.

Anyone who serves the public should invest the time in this course although this would apply in most aspects to many in the private industry also. I just finished taking my four hours.

For a copy of the Florida Commission on Ethics "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees (2022)" you can download a copy on

<http://www.ethics.state.fl.us/Documents/Publications/GuideBookletInternet.pdf?cp=2022223>

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

On Wednesday evening, the Town Commission approved the Lady Lake Square force main upgrade project which will extend a 12-inch line to serve the recently approved 288-unit apartment complex project at the corner of Griffin Avenue and County Road 25. Also approved was a new maintenance building site plan within Water Oak Country Club Estates a new 2,480-square-foot maintenance building with eight parking spaces, 1,364-square-foot of covered area, three proposed material storage bays, and dumpster. The annexation and large-scale future land use map amendment of 150.72 acres was approved for property located south of Highway 466 and east of Cherry Lake Road which will be a part of the Hammock Oaks development. The Planned Unit Development (PUD) rezoning ordinance for the entire 421 acres of Hammock Oaks was also approved, as well as a variance for a tower setback within the development. A PUD rezoning approval was also granted for a 160-unit subdivision to located on County Road 25 a quarter mile north of Marion County Road.

The building department issued the permit for the 7-Eleven gas canopy located at 995 North Highway 27/441. The Abrantes Medical Center building permit to be located at 871 Highway 466, Building 200 has been prepared and is ready for pick up.

Staff issued 47 permits over the last week, and 80 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Lift Station Mechanic interview was conducted on Tuesday, February 22, 2022. The interview went well, and conditional offer of employment has been made to the candidate. Interviews for the Library Director position has been scheduled for Monday, February 28, 2022. Five candidates have been selected for interviews. The Safety Committee met on Wednesday, February 16, 2022, they discussed the previous fire drill that took place on February 20th. They also voted on four incidents that occurred. BJ's Wholesale Club has reached out to the Town to offer a discount membership for all employees who wish to sign up. Florida Blue wellness presentation will start back on March 2nd. Maria Chehab is the presenter from Florida Blue and the March topic is "Preventive Care: Putting First Things First." Employees who participate can earn 15 points to go towards their wellness day. Any employees who would like to attend must contact Human Resources. Human Resources attended the Special Magistrate Meeting on February 22nd to ensure that we are in

compliance with assisting citizens with disabilities. The ADA Coordinator for the Town is the Human Resources Director Tamika DeLee.

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

The security program efforts continued with John focused on the continued development of our vulnerability detection and response systems.

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. Business process workflow automation configuration and integration with our digital plan review software were the focus of our efforts this week. Staff are continuing to work on identifying and documenting application layout, process workflow, and data consistency issues following the recent updates in the test environment.

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

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

John and Andy met with an audio video integration company to discuss a new maintenance agreement for the Commission Chambers equipment.

LIBRARY SERVICES (Marsha Brinson)

The library was closed on Monday the 21st in observance of Presidents' Day and the rest of the week has been quite busy. We have given out many new library cards this week as people either move to the area or come as snowbirds. This is an indication of the growth and interest in the library. There are many younger families that are getting their cards and attending children's programs.

The Lady Lake Police Department held training sessions on our second floor on Tuesday and Thursday. It's always great to have them in the building. As always, we appreciate all they do for the library and our community. A big shout out to the men and women of our police department!

AARP continues tax preparation through April 14 on Tuesdays and Thursdays. They are completing an average on 40 returns each day. Such a wonderful service to our community.

The SHINE organization (Service Health Insurance Needs of Elders) visits the library on the second and fourth Wednesday of each month. They assist with Medicare and other insurance questions and issues. Sign up is required at the library circulation desk and they help people in turn. Another great service for our patrons and the area.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. The crew has been working at the Rolling Acres Sports Complex preparing for the opening day of soccer this Saturday at 0800.

The soccer concession stand bathroom improvements are coming along well. The company has removed the tile in the women's bathroom and completed the job once again. It looks great! They will be removing the tile in the men's bathroom next week. I was fine with the men's bathroom, but the owner of the company asked if he could re-do it also as he was not 100% satisfied with it. The project is taking time because the tile needed to be removed and replaced, and they are having to work on Saturday and Sunday nights to avoid the daily use of the concession stand. I do commend them on doing what it takes for us to be happy without conflict. This is the same company that donated the tile job for the old concession stand for Little League, and we do have a good history with them.

I met with the Lady Lake Historical Society Director and President on Tuesday. In my budget for the next fiscal year, I will include painting of the Train Depot and some repairs. There will be a proposal from the Lady Lake Historical Society to paint the Depot in the original colors of the period, grey with purple trim. The interior will also need to be painted as it has not been painted in decades. The goal of the Lady Lake Historical Society was discussed, and their focus is and will remain to be, to preserve the history of Lady Lake.

I have been working with the Capital Improvement Plan for Parks and Recreation. Right now, I have been working to get proposed engineering costs for paving by the Dog Park, switching the lights at Rolling Acres to LED, and adding lights to the field closest to Rolling Acres Road. The new generation of lighting will eliminate light-spill to the houses by the park where they currently have roughly 100,000 lumens at the area by the hedges. This will reduce to zero with new lighting.

As mentioned before, we have opening day for soccer this Saturday at 0800. The mayor will give a brief greeting and the Soccer Association Board will host the ceremonies. I will be there to help set up the sound system and will be escorting my team during the ceremony. If you are able, please stick around and cheer for my team during their first game.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: The Physical Agility Test and written exam took place on February 23, 2022, at Lake Technical Institute of Public Safety. Two potential candidates tested and passed. Interviews will be set up through HR. There are currently three 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 held its quarterly In-Service training this week. Officers recertified in Taser and First Aid/CPR/AED.

The police department building is being evaluated for Accreditation. Public works will paint and perform other maintenance in the next few months to prepare for the on-site assessment tentatively scheduled for this July.

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):

Crews performed normal duties including patching potholes and road cuts, litter pickup along roadways, and tree trimming around Town.

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

Assembled and installed new shelving for street signs in the maintenance storage building.

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

Continued working on landscaping at Town Hall and the Library.

Patched walls, paint, and install shelving in the Clerk's Office.

Repaired drywall around window in the Growth Management/Building Department.

Assembled new chairs and checked the HVAC in the Police Department.

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. Town utilities relocation work by the contractor is on hold for now until work progresses to the overpass location.

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

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

A shout out to the utilities field crew and the supervisor for their diligent work repairing a broken 8-inch sewer force main during the past holiday, Presidents' Day. They worked until the early morning hours Tuesday performing the repairs. We are fortunate to have dedicated staff here in Lady Lake.

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 were approved by Town Commission on February 23rd. Bid advertisement and bid opening dates to follow.

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 well number 5 site. The second contractor, Applied Drilling, will complete the production wells in the coming weeks. 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 will contact the property owner next week for an update on the status.

The Utilities Agreement with the Benchmark Group for the sewer line extension on CR 25 from Fennell Blvd to Griffin Avenue was approved at the Town Commission Meeting on February 23rd. Staff will pass along a construction schedule once received from the developer.

The RFQ for Engineering and Consulting Services advertisement was approved by the Town Commission on the February 23rd. Advertisement and opening to follow.

The Utilities Department currently has two job openings, Utilities Collection/Distribution Technician I, and a new position, Lift Station Mechanic. Staff conducted an interview for the Lift Station Mechanic position this week and has presented a conditional offer to the applicant. Hopefully this vital position will be filled. 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.