

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

March 3, 2022

Shout Outs this week go to the Chief, Thad and C.T. for working as a team at the 2/17/22 workshop where traffic concerns on Chula Vista and surrounding streets was discussed.

Library Director's Interview: Tamika, Marsha and I interviewed five candidates for the library director's position on Monday morning. They all did a great job. By next week, we hope to decide among the candidates who will be the best fit, though it will be hard to ever replace Marsha.

Department Manager's Meeting was held on Tuesday morning. We reviewed the commission agenda for the March 7th meeting and discussed the 2/17/2022 commission workshop. We went over all the manager's reports which follow below.

First Responder Recognition Dinner was held last Saturday at the Water Oaks Community Building. Thanks go to Geraldine Thorpe and her special helpers for the dinner and gifts she provided to our first responders and the Lady Lake Police Department. This recognition dinner is held annually in honor of her late husband, Elwin Thorpe.

It was nice to hear that the Thorpe's were from Casco Maine. Elwin had served over 50 years as a volunteer firefighter serving as a training officer and later held the rank of captain. The Town of Casco has dedicated their fire station to him.

I attended the Lake County City Manager's Meeting on Thursday in Leesburg. I will write about the discussion at next week's report.

CLERK'S OFFICE (Nancy Wilson):

We compiled, published, and distributed agenda packets for the Town Commission, Police Pension Board, and the Parks & Recreation Board. Also, we have two projects out for bid and a request for qualifications. After the March 7th meeting, if all goes according to plan, a new Citizens Advisory Task Force board will be assembled. They will provide input for potential projects the Town is hoping to receive funding for from the CDBG program.

March 1st marked the end of the grace period for paying delinquent business tax receipts. We are compiling a clean list of those who have not yet paid, and that list will be handed over to Code Enforcement to follow up on their status. It will soon be time to start the 2022-2023 renewal cycle that aligns with our fiscal calendar. There are currently 77 unpaid business tax receipts, but I suspect a lot of those will be for businesses that are no longer in operation.

It looks like people are no longer afraid of the virus because we are getting much more walk-in traffic inquiring about many things, a lot of which relates to being a new resident. When time permits, we will continue to write cheat-sheets for new residents because it is hard for them to keep straight who does what and where they need to go. Also, because of the virus, we have found that a lot of government and government related entities have moved, changed hours, or changed what services they provide.

If you get bored, come sit in the Clerk's office to watch and listen to the unhappy drivers on Fennell Blvd. What a show.

FINANCE (Pam Winegardner):

The Fiscal Year 2020-2021 audit on the finances of the Town of Lady Lake should be completed by March 31st. Our FY21 Financial Report is required to have a Letter of Transmittal from the Town Manager and the Finance Director and include our local government profile, an economic update on the local economy which includes major initiatives undertaken by the town and a statement that the financial reports are management's responsibility.

In compiling the transmittal letter, I gather information from our Building and our Clerk's office concerning new businesses that have come to Lady Lake in the past year. I was pleasantly surprised that Lady Lake has too many new businesses to list in the Transmittal Letter. This alone shows that Lady Lake is growing at a healthy pace and although we do not have but a few manufacturing businesses, we do have many businesses that not only cater to our population but provide jobs. The new businesses that started last year include not only nail spas and hair salons, but medical offices, law firms, landscaping, insurance agencies, contractors, dental offices, chiropractic offices, home care and heating and air conditioning among a few.

Our Town was incorporated in 1925, 97 years ago and the Town has grown to 9 square miles with a population of an estimated 16,042. We have the second lowest millage in Lake County with the lowest being the Town of Monteverde with an estimated population of 1,795.

Did you know? There was a town here before Lady Lake named Conant which was a thriving community with a hotel, a lady's finishing school, a three-story hotel, a general store, and large homes. It was known to be a snobbish community and did not accept people who did their own work or sent their children to public schools. Most of the hard-working residents moved to friendlier towns and Conant fell on hard times when the hotel began to fail. The only visible remnant of Conant is a railroad sign.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department issued the development order this week for the Water Oak Maintenance Building Project which was approved at last Wednesday's Town Commission

meeting. The conditional use permit application was received from the Church at the Springs for the temporary classroom setup which was given a consensus to proceed last week by the Town Commission as well.

Documentation was transmitted to the Department of Economic Opportunity for the Hammock Oaks Large-Scale Future Land Use map amendment, a 150-acre project lying south of Highway 466 and east of Cherry Lake Road, following the second and final reading before the Town Commission last week. The Property Rights Element, a text amendment to the Comprehensive Plan, was also transmitted as part of the same package. Both amendments will become effective 31 days after the State Land Planning Agency (DEO) determines the package is complete.

The building department has reviewed and approved the plans for the Kohl's interior remodel, and the certificate of completion was issued for the Taco Bell restaurant; the project involved a conversion from a combined Kentucky Fried Chicken and Taco Bell to a stand-alone Taco Bell.

Staff issued 35 permits over the last week, and 120 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

The Lift Station Mechanic candidate has accepted our conditional offer of employment. Human Resources has started the background checks and await the results. On this past Monday, February 28th interviews for the Library Director occurred. All five candidates did well on their interviews. Two candidates will be selected for background checks before the final decision is made.

Thirty-two Town employees participated in the Florida Blue wellness presentation held on March 2nd. It was great having Maria Chehab from Health Design back at the Town presenting Florida Blue wellness program. Maria engages the employees and offers a wealth of information on health topics. Two candidates were interviewed for the police officer positions on Wednesday, March 2nd. Shout out to Audrey Richards in Human Resources for going the extra mile. The Lift Station Mechanic candidate spoke highly of Ms. Richard's professionalism. He stated that she made him feel welcomed and like family. He also appreciated her for answering his questions every time he called. Keep up the good work Audrey!

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

John and Andy attended a CJIS security policy webinar this week regarding anticipated changes to the FDLE standards. We expect our triannual audit to occur later this year.

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 Citizenseve. Our focus was directed to integration

efforts. Progress was demonstrated in the digital plan review integration. A collaborative meeting between Citizenserve, MCCi and staff resulted in an improved document retention workflow design. Citizenserve is progressing with their multifactor authentication (MFA) implementation. IT, Finance, and Building Department have planned a meeting early next week to discuss our current financial transaction workflow and integration plans for Citizenserve.

The document management software implementation project continued with IT (John and Leon) and the vendor MCCi. Leon's proposal for changes to template design have been accepted. This work effort should begin early next week with training to follow.

Staff submitted a second list of questions (RFP 2021-0003 RFC 2) to Tyler Technologies on Monday regarding their enterprise resource planning (ERP) software and implementation services proposal. Questions were focused on security, compliance, and integration concerns.

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. Magellan is wrapping up the proposed bill of materials and capital improvement plan schedule. This project is nearing completion.

John, Leon and Andy are continuing our hardware lifecycle (HWLC) effort. Our first set of computers have been added to the new device management software. Our efforts are focused on configuring and testing software installation automation and policy definition. Anticipate delivering the first set (approximately 25 computers) at the end of the month.

LIBRARY SERVICES (Marsha Brinson)

Interviews for the Library Director position were held Monday February 28. There were several good candidates, and a decision will be made soon. After the hiring process is complete the new Director should be in place by the end of March or early April.

The library has several new displays featured; St. Patrick's Day, Woman's History Month as well as genre displays. A big shout out to Nancy Brock, Lynn Martin and Ruth Patterson who contribute their talents to make the library an attractive and welcoming destination.

The Youth Library is seeing an increase in attendance. Nicole and Kourtney plan many interesting and educational programs for our children and teens. This week story time was very well attended as well as Scarlett our R.E.A D. dog, video game competitions, homework help and many families visiting and getting new library cards. It's great to see attendance levels almost back to pre-pandemic levels. Youth staff is also planning lots of fun activities for the week of spring break beginning on March 14. Please contact the library for more information.

The library continues to be a community destination for pleasure reading, computer usage and assistance, programs, and socialization.

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 the fields at the Guava Street Athletic Complex in preparation for the Opening Day for Baseball. Brad has done an excellent job in working the fields for the season. The Mayor will be on hand this Saturday for the ceremonies along with Van from Parks and Recreation. I will be at the Rolling Acres Sports Complex with soccer.

Opening Day for soccer went very well. A very busy day! We are fortunate to have John Ellis working with the club this season. John has played pro soccer in England and has two sons and a daughter who have left a legacy in the soccer world. John informed me that the condition of our soccer fields is similar to the pro and college level. Needless to say, kudos to my team. I want to thank the Mayor for coming out for the ceremonies. As always, he did an awesome job!

Van and the crew dug the footers for the next sunshade at the Dog Park. The concrete delivery is two weeks out and we are ready for the project. I want to thank Ted with Public Works for his guys helping trim the trees at the Dog Park. They did a great job!

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: The Lady Lake Police Department would like to thank Geraldine Thorpe for hosting a First Responder Banquet this past Saturday night at the clubhouse in Water Oak. Mrs. Thorpe's husband, Elwin, was a firefighter in Casco, Maine and hosts annual appreciation dinners in his honor and remembrance. All first responders were treated to a lasagna dinner and a variety of desserts. Mrs. Thorpe also raffled gift baskets and gift cards to first responders in attendance. We appreciate the community support!

Interviews of two potential candidates were held this past Wednesday. 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.

Public Safety: Traffic enforcement is ongoing throughout the Town of Lady Lake. Please be responsible when out on the roadways. There is increased traffic on all roadways, so it is the responsibility of all drivers to remain alert and obey all posted signs.

Remember, if you receive any phone calls or correspondence, whether written or electronic, requesting money through any means including bitcoin, gift cards, or cash, contact the police department first before sending anything.

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. The contractor is finishing up paving of the new roadways, new streets signs installed, curbing and sidewalks being installed.

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 general right-of-way clearing and establishing a dirt roadway 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.

Assisted the Parks and Recreation Department with tree trimming at the Dog Park.

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

Continued working on landscaping at Town Hall and the Library.

Currently performing numerous work orders to assist Police Department in preparations of their upcoming accreditation inspections.

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.

Water and Wastewater Treatment Plants (Daniel Mykeljord – Lead Water Plant Operator, Darryl Flanders – Lead Wastewater Plant Operator, and Steve Pfouts – Dual Certified Plant Operator)

FDEP sent two inspectors to perform a Sanitary Survey of the water distribution system this week that takes place every three years. Staff was busy preparing for it this week. The inspection involves walk throughs of all the facilities, audit of policies, procedures, operations, testing, sampling plan, record keeping, and the backflow devices testing program. The inspection went well and a shout out to the entire Utilities Department for their efforts to keep us in the good graces with the regulatory agencies.

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. Interior and exterior painting has resumed and will be completed next week, weather contingent. Large parts are finally being delivered to the site. Tentative completion date for Phase One is later April or early May if all parts are delivered as scheduled. Phase Two plans and specifications for bid were approved by Town Commission on February 23rd. Bid advertisement is taking place this weekend and the bid opening date is April 12th at 2:00 PM in the Town Commission Chambers. Once bids are opened and reviewed by the Engineer, we will bring a recommendation of award to the Town Commission for consideration.

Phase One of the Well #4 and #5 Project, Citrus Well Drilling has completed the well casing installation for the Well 4 site and the Well 5 site. The second contractor, Applied Drilling, is scheduled to finish off the production wells in April. Phase Two documents and design will be brought to Town Commission for consideration this month for bid advertising consideration. 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 will be discussed 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 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 is in process and opening date is March 31st at 10:00 AM in the Town Commission Chambers.

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.