

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

April 21, 2022

Lake County Office of Emergency Management had a meeting last Thursday afternoon with Lake County Municipal Leaders. The Director and staff are recent hires by Lake County and are looking for input from Town Leaders in developing a new Comp Plan. The last plan was done in 2018. There was a general discussion on the Base Plan, Emergency Support Functions, Hazard Specifics, Recovery and Mitigation.

I had a Meet and Greet with the Mock Assessor, Dr. Bruce W. Clark Accreditation Manager. They will be auditing the police department for the next three days. I served with Dr. Clark's brother, Sterling, at the Bangor Maine Police Department. It is a small world.

The Villages Resident Academy was held Wednesday morning at The Eisenhower Regional Recreation Center. Kenneth Blocker had invited me to attend the academy. The topics covered were Chapter 190 dealing with Community Development Districts and the different services the Community Development Districts offer.

CLERK'S OFFICE (Nancy Wilson):

The day after any meeting is always busy, regardless of the length of the meeting. Tuesday was focused on updating the agenda items from Monday's commission meeting and transcribing the meeting minutes.

A few businesses paid their delinquent business tax receipts; there are several still outstanding.

The bid opening for the Water Reclamation Facility Expansion Project was held Wednesday, April 20. Three bids were received and will be reviewed by our engineering firm.

We are very appreciative to the Town's facilities and public works crews who have been diligently working on the landscaping at town hall. It looks great! Maintaining our Town property is also labor intensive, especially in the very hot summer months.

FINANCE (Pam Winegardner):

No report

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

Growth Management has been very active meeting with many interested parties concerning residential and commercial development in the Town. Various site plans and plats are currently

being prepared as applications to be presented to the Town in the coming weeks and months ahead.

On Saturday, April 22, 2022, the new Eyeglass World located at 621 North Highway 27/441 will be having its grand opening. The store will share the last remaining outparcel in the Lady Lake Commons Plaza with TD Bank. The TD Bank is currently under construction, as well as the 7-Eleven Convenience Store and Car Wash at the corner of Griffin Avenue and Highway 27/441. Big Dan's Car Wash also continues construction at the intersection of Guava Street and Highway 27/441.

Staff issued 48 permits over the last week, and 104 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

The Public Works Operator II is still open. Interviews for the Administrative Assistant to Library Director position are scheduled for Tuesday, April 26 and Tuesday, May 3.

Human Resources is currently working on their upcoming budget for fiscal year 2023.

Public Risk Management of Florida will be having their quarterly Group Health Trust Board meeting, on Friday, April 22 in Lakeland. Human Resources will be in attendance.

Human Resources Administrative Assistant, Audrey, met with potential applicants and discussed the open positions in our Public Works department. We are preparing for our employees' modified health fair that is scheduled for Thursday, May 5th. Eyeglass World stopped by to introduce themselves.

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

The community development software implementation project continued with the Building Department (Malina Wright, Becky Higgins, and Christie Gosneigh), Code Enforcement (Lori Crain), IT (Leon and Patrick) and the vendor Citizenseve. Our focus continues to be directed to integration efforts, specifically financial transaction workflow, document management, customer portal design and data migration testing.

IT (John and Leon) and Finance (Pam Winegardner, Debbie Rodriguez, Dawn Woods and Becky Hewett) met to continue discussion regarding financial transaction workflows and integration plans for Citizenseve.

Staff conducted a discovery call with Tyler Technologies on Monday to clarify their RFP 2021-0003 RFC 2 responses. A meeting with the ERP Steering Committee has been scheduled next week to review.

The SCADA network upgrade project continued this week with John working with our vendor BlueAutomation to upgrade servers and network equipment at multiple locations.

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

Staff are working on FY2023 budget preparation attending many vendor calls this week.

LIBRARY SERVICES (Aly Herman)

Library Facts!

1. Read 20 minutes a day, and you will read 1,800,000 words per year.
2. Children who read 1,000,000 words a year are in the top two percent of reading achievement.
3. Reading reduces stress by 68 percent.

I have been working on 2022-23 fiscal year budget. This is my first year preparing the budget, but I have been so fortunate to have Pam and Dawn's help. Dawn has answered my emails and phone calls with such helpful information. Thank you again Dawn!

Next Tuesday, Tamika, Audrey, and I will be hosting interviews for the Administrative Assistant to Library Director. We have two applicants who will be interviewing on April 26 and one on May 3. We are looking forward to getting the library entirely staffed again soon.

Storytime this week was huge! We had not been expecting such a large group. They had to bring out three extra folding tables to accommodate the 32 children and 21 adults. This Friday is Legos, and we always have a great turnout. Ms. Kourtney gives the kids different challenges to do, and if they complete them, they get to pick a prize out of the treasure chest.

Tri-County Clowns have their board meetings every month on the first and third Tuesday in our study room. They are a fabulous group of people and give back so much to the community. Ruth's Author's Round Table group meet this week. Four new faces came, and some even read a few of their writing pieces. Nancy had a remarkable turnout for "Let's Talk Books" program. The group recommended some great books; even Nancy took away some to add to her personal book list. This Friday, Coping with Dementia LLC will be hosting their "The ABC's of Dementia" workshop. This workshop provides a better quality of life for both the caregiver and the person living with dementia.

Shout out to Truman and Jordan for all their hard work on Wednesday. They helped make our staff work area more of a workroom that gives us ample space to be more organized.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. I need to thank Sam, Dylan and the rest of the crew for helping the Lady Lake Driving Range stage their annual Volunteers Cook-Out. The Town is very fortunate to have such a partnership.

We are going to start having the last games for the Spring Soccer Season. This weekend will be the last game for the younger kids while the older kids are having a tournament that will end next

week. It was a good season, and I am excited about the direction that the Lady Lake Soccer Association is going.

We will be holding Lady Lake Arbor Day 2022 at the First Baptist Church of Lady Lake. The event will be on Thursday, April 28th at 10AM. All are invited This year we will be holding the event in the field behind the church. We will be donating five orange trees to the church. This will be the beginning of Dr. Harsh's goal of getting the kids out and learning gardening and agriculture. It will be a different venue, but I am excited to see the results. I will be meeting with the church officials next Tuesday, and we will go together to choose the trees. I want to thank the Lady Lake Garden Club and the Orange Blossom Gardens Lions Club for their help with this event

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: The Police Department underwent a Mock Assessment for Accreditation this week from April 19-21. The assessors evaluated all standards and documented proofs of compliance, inspected different departments, to include Records and Property/Evidence, and interviewed staff to ensure they are knowledgeable with their job duties. Thank you to Dr. Bruce Clark from the Lake County Sheriff's Office and Desiree Cicco from the Clermont Police Department for their assistance in preparing the Police Department for the final assessment in August 2022.

We would like to thank the staff from Public Works for the tremendous job they did in pressure washing the building and pavement areas, as well as, working on the landscaping around the back of the Police Department. The assessors had positive comments on the cleanliness, and it made our static display of different vehicles look very neat and professional during our assessment.

Please [visit https://www.ladylake.org/departments/human-resources/police-officer-vacancy-announcement/](https://www.ladylake.org/departments/human-resources/police-officer-vacancy-announcement/) for more information on sworn positions. Interested applicants can obtain an employment application on-line. Please submit all applications to Tamika DeLee in Human Resources.

Public Safety: The Lady Lake Police Department worked with FDOT as part of "National Work Zone Awareness Week" which took place April 11th through the 15th. Officers were out patrolling U.S. Hwy 27/441 in the construction zone conducting traffic stops. Officers enforced traffic violations and provided motorists with a work zone awareness pamphlet. The goal of this effort was to help bring awareness to everyone that work zones are a sign to slow down.

Officers will continue to enforce traffic violations. Motorists have been stopped for cutting through the construction cones/barrels to shorten their wait time at traffic lights. If you are stopped for this violation, you can expect a citation. Please be aware of changing traffic patterns throughout the construction zone.

PUBLIC WORKS/UTILITIES DEPARTMENTS (C.T. Eagle):

Maintenance Department (Ted Williams, Supervisor):

Continued coordinating Town Hall Commission Chambers flooring replacement and roof replacement for Town Hall and Police Department. Schedules to follow.

Worked on upcoming budget preparation.

Performed driveway inspections.

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 sprayed for weeds and prepped the landscaping beds in the medians on CR 466 and at the Police Department.

Kon's crew worked on hauling, placing, and grading clay/sand mix on Oak Street right of way.

Facilities Maintenance (Albert Rachel, Lead Operator):

Continued working on landscaping at Town Hall, Public Works, and the library. Truman, Jordan, and Todd pressure washed and cleaned windows at the Police Department and Town Hall. Travis, Jordan, and Phil picked up and delivered furniture for the Police Department. Justin, Truman, and Jordan installed shelving at the library.

Motor Pool (Joe Grubb, Lead Mechanic and Billy Kohler, Mechanic):

Continuing service and repair of the Town's fleet and equipment. Continued removing equipment and exterior striping from former police cruisers in preparation for upcoming surplus sales.

Utilities — Water and Sewer (Thomas "Butch" Goodman, Supervisor):

Worked on upcoming budget preparation. Completed Utilities Availability Requests from prospective developers, Certificate of Occupancy close out requests, purchase orders, and work orders.

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

Utilities Customer Service and Field Staff continued implementation of new water meter reading software, Neptune 360.

The IT Department and SCADA Integration Vendor, Blue Automations, continued installing new servers and software for the Utilities SCADA system.

Distribution and Collection Systems Field Operations (Robert Barnes, Lead Operator):

The supervisor and field staff are in continuing ongoing coordination with the Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project.

New utilities installation inspections and testing continued at Lake Ella Estates. Waiting on power to the new lift-station to perform start-up testing. Contractor on site installing underground power currently.

Staff performed work orders, re-reads, delivered cut off door hangers, and coordinated with High Water Usage Customers.

Crews repaired two water service line leaks at Lake North Apartments.

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. Still on track for completion date of Phase One late April or early May. Phase Two plans and specifications bid opening was April 20th at 2:00 PM in the Town Commission Chambers. Three bids were opened and will be reviewed by the Engineer. The received bids were roughly 30% higher than the original estimate, which unfortunately seems to be the same for any projects in the current economic climate. Staff will bring a recommendation of award to the Town Commission for consideration in the coming weeks.

Phase One of the Well 4 and Well 5 Project, Applied Drilling are finishing out and grouting Well number 4 this week, once completed they will move on to start work on Well number 5. Phase two documents and design will be brought to Town Commission for consideration in the coming weeks for bid advertising consideration

Administration:

Shout out to the Driving Range and Parks and Recreation Staff for hosting the annual appreciation cookout at the Parks and Recreation Facility this week, our staff enjoyed the food and the good company.

The Stormwater Master Plan being developed by Wood Environmental for the Town is completed and will be presented to Town Commission. This master plan is being funded by a grant from the Lake County Water Authority awarded to the Town.

The connector road project between Caroline Avenue and Spencers Lane is nearing completion. The deed has been recorded and the new fence installation will take place in the next few weeks. Three fencing quotes were received, coordinating installation schedule with the contractor currently.

The sewer line extension project on CR 25 from Fennell Blvd to Griffin Avenue being constructed by the Benchmark Group is currently out to bid. Staff will pass along a construction schedule once received from the developer.

The RFQ for Engineering and Consulting Services proposals were received and opened. Seven proposals were received. The five-member selection committee is currently reviewing and ranking the proposals. The committee ranking and recommendation meeting is April 27th at 9:00 AM in the Town Commission Chambers.

The Public Works/Utilities Department currently has three job openings, (Two) Utilities Collection/Distribution Technician I position(s), and (One) Streets/Facilities Maintenance Operator II position. 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.