

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

June 16, 2022

DEPARTMENT MANAGER'S REPORT: (William Lawrence)

Shout Outs this week goes to Nancy Wilson who has completed her six-month probationary period as Town Clerk. Nancy came to us with several years of Town Clerk experience from two other Florida municipalities. Since she has been here, she has hired a Deputy Town Clerk and Clerk Assistant. She has found issues with our ordinances and made appropriate changes. The most recent was with the Business Tax Receipts. Congrats Nancy!

Department Manager's Meeting was held on Tuesday. We started with the review of the commission agenda for the next meeting on June 20th. We discussed the proposed budget and now have a balanced budget. Department managers made some cuts that helped balance the budget. We also discussed the website calendar and how we can improve the communication.

Budget Update: The goal from the start of this new budget proposal was to present a balanced budget with no increase to the mil-rate from the last several years. We have done it. A big thanks to the department managers, Pam Winegardner and Dawn Woods. The Town of Lady Lake has kept the mil-rate the same which has made the Town the second lowest mil-rate in Lake County.

CLERK'S OFFICE (Nancy Wilson):

The Clerk's office was kept busy with agendas and more agendas this week. Coordinating with Fox Enterprises for the Citizens Advisory Task Force meeting and subsequent related meetings was a large part of it. Additionally, two other agendas were prepared; one for a special meeting to review two conceptual plans and another for our regular meeting that is short and sweet.

The Planning & Zoning Board meeting took place on Monday and all follow-up work has been completed. Wendy Then did a phenomenal job answering questions in Thad's absence.

Carol is continuing her work combing through the old files (and boy are some of them old) preparing them for disposal or storage as outlined by the DOS Division of Library and Information Services. This is accomplished by utilizing their retention schedules and filling out disposition forms. Most of our older records are kept on the second floor of the library. We will meet with John Pearl on Monday to discuss the retention of those records and how best to process them or mark them for destruction. All records of historical value will be kept regardless of the retention period.

Jackie is keeping me organized and as time permits, she is being trained fulfilling all the tasks in the Clerk's office. She has learned how to utilize the software that controls the marquee, and she

is working with Leon Platt in IT to implement a new process for providing monthly reports that will be available to all staff and the Commission (or anybody else who is given access).

FINANCE (Pam Winegardner):

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week the Growth Management Department put together reports and presentations for the June 20th Town Commission Special Workshop Meeting to take place at 4:00 pm. Various residential development proposals will be showcased offering diverse housing options for different populations and markets along the CR 25 corridor and Rolling Acres Road Corridor.

The department received various land use applications including a 36-inch Live Oak Historic Tree Removal Variance for Plaza Professional Center along La Grande Blvd. Town Staff also received a Lot Line Deviation application to adjust the boundary lines for property addressed as 452 S. Old Dixie Hwy and owned by Ming Hua Chen.

Several residential landscaping final inspections were conducted that resulted in the issuance of nine Certificate of Occupancies within the Water Oak Country Club Estates, the Sierra Oaks Subdivision, Pine Brook Mobile Home Park, and the Green Key Village.

In respect to Commercial Building Project, the Building Dept. received revised construction plans for the Lady Lake Square Apartments, a 288-unit complex, to be constructed at the southwest corner of County Road 25 and Griffin Ave. Lastly, the Building Dept. received a new building permit application for the Old Dixie Highway Park Improvements, including public restrooms, trail, etc.

Staff issued 38 permits and 95 inspections were conducted in the field over the week.

HUMAN RESOURCES (Tamika DeLee):

No report this week.

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 Platt and Patrick Kauper) and the vendor Citizenseve.

Staff initiated a trial evaluation of a potential telephone system replacement solution. Testing will continue during the next month.

Staff anticipate meeting with vendor SML, Inc. next Monday to begin an effort evaluating our existing paper record storage locations to develop a digitization and future storage plan.

Andy Crogan is continuing our hardware lifecycle (HWLC) project. New computers were delivered to the Town Manager, Town Clerk, Human Resources departments.

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

Patrick continued development of a Web Map application this week to display ownership of roads within our Town boundary. We anticipate publishing this application soon.

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

The IT Department currently has a Security Analyst position opening. Please see the Town's website or contact Human Resources for more information.

LIBRARY SERVICES (Aly Herman):

I was on vacation last week, and I did not get a chance to write my report. So many excellent programs and events have happened at The Lady Lake Library over the last two weeks.

If you have not already had a chance to come into the library this summer, you need to. You will feel like you are on the beach in the adult library and under the sea in the youth library. All staff has put in so much work to make the library look great and fit the State of Florida Summer Reading theme, "Oceans of Possibilities."

June 8 was the start of our children's summer reading program. On Wednesday, June 8, we partnered with the Town of Lady Lake Public Work Department and hosted our annual Truck Rodeo. All children that came got hard hats and a bag of goodies and got to test all the equipment that is used around town. Shout out to all the men and women who went above and beyond to make this a wonderful time. We had **91** people attend this program.

Thursday, June 9, we had our first summer performer come, Gatorland from Orlando. They talked about gator and snake safety and the attendees had an animal encounter with an American Alligator, Python, and "Specified Critters". We had **226** people attend this program. This has been the biggest attendance for our summer reading programs in the library's history.

Tuesday was family craft time and the kids got to make a special craft for the father figure in their life. Wednesday, we had Lake County Fire Station 52 come over to show the kids the inside of the firetruck and, at the end of the presentation, they sprayed the fire hose where the kids got to run under and help cool themselves off. We had **126** people attend this program. Thank you, Station 52, for coming out!

Thursday, Magician Cesar Domico came as part of our summer reading program. Cesar Domico delivers amazing comedy magic, close-up magic, and even illusion shows. We had **80** people attend this program.

Nancy's book discussion met this Tuesday, June 14, and had **10** people attend. Ruth had her Round Table meeting this week, **6** people attended.

Next, Monday, June 20, Meredith L. Cheshire, RA, MH, CCAP, President of the Faeve Apothecary, shares how to enrich our mind, body, and spirit through herbal remedies and essential oils for health and well-being.

The 2022 Summer Reading Program schedules are ready to be picked up! You can pick up your calendars at the front desk.

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. Brad and Sam are putting out asphalt millings by our pole barn, Dog Park and soccer concession stand. Van has been working with the irrigation on the Hicks Baseball field while Vicky has been spraying for weeds on our fields and at the Community Building.

The Parks and Recreation Director has been working with Benchmark to secure another \$5k donation for the fireworks and possibly shooting them off from their property. As of right now, it looks like we will not be able to do it, but the door is not closed. I met with members of the Chamber of Commerce and the Orange Blossom Gardens Lions Club to discuss the possibility of holding an event before the fireworks. This would be the beginning of a traditional 4th of July event that the Town has not had. I am in discussion with the fireworks company for July of 2023. We are looking at July 1st as the 4th falls on a Monday and we want to get as many spectators as possible.

POLICE DEPARTMENT (Chief Robert Tempesta):

Announcements — Tri-County Senior Outreach Services is hosting a 10-year Anniversary Party and K9 “meet and greet” at the Water Oak Country Club today. We would like to thank all those in attendance and Kathy Haviland for hosting this special event.

Officer Ryan O’Neal and K9 Fast met with the trainers at the Pasco County Sheriff’s Office this week for an introductory evaluation. Their training schedule has been set for mid-July.

There are two applicants processing for full-time police officer positions. The next scheduled Physical Agility Test will be held on June 27, 2022, at 8:00 am at Lake Technical College Institute of Public Safety.

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

Public Safety — With summer vacation in full swing, it is important to take precautions to prevent a drowning tragedy. According to the National Drowning Prevention Alliance (NDPA), there are approximately 4000 drowning deaths a year in the United States. The Lady Lake Police Department is committed to educating parents and caregivers about taking precautions to help end these preventable tragedies.

Florida loses more children under the age of five to drowning than any other state. Annually in Florida, enough children to fill three to four preschool classrooms drown and do not live to see their fifth birthday (Floridahealth.gov.)

Living in Central Florida, we are surrounded by water. Although children may know how to swim, if left unsupervised, they can drown in less than two inches of water. When participating in outdoor water activities, I encourage you to follow these safety-conscious behaviors:

- Constant adult supervision by an adult who knows how to swim
- Childproof locks on all doors leading to water
- Gate or fence surrounding water that is self-latching, self-locking
- Pool cover in use
- Alarms for doors and windows leading to pool are activated
- Child has completed swim lessons
- Children and inexperienced swimmers should wear a U.S. Coastguard approved life jacket
- Above-ground pool stairs removed when pool not in use
- Lifesaving equipment in pool area
- Child is watched in bathtub at all times
- Parent and/or caregiver knows CPR

While you are out enjoying a fun day in the water this summer, please remember to be responsible and practice safety. Make a commitment to safeguard our children from becoming victims of this entirely preventable tragedy.

Stay safe and enjoy your summer!

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

Maintenance Department (Ted Williams, Supervisor):

Performed driveway inspections. Roof Replacement Project at Town Hall and the Police Department Buildings. Project to begin after June 20th.

Town Hall Commission Chambers Flooring Project, materials ordered, and some items are on back order. Project to begin in the coming weeks.

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. Cleaned storm drains around Town to stay ahead of the rains.

Crews finished making repairs on Whitney Way that was damaged by tree roots from a large Oak tree.

Cleaned up fallen trees on Arlington Ave, Clay Ave, and W Lady Lake Blvd due to storms.

Located a buried inlet box on Hidden Oaks Dr due to construction. Also, coordinated with Code Enforcement and contractor on stormwater and damaged pavement issues in Hidden Oaks.

Re-built cabinets in the Emergency Operations Center to install a new Guardian III Fire Suppression System for the cook stoves.

Graded West Lady Lake Blvd, Oak St, and dirt road behind the Public Works Complex.

Installed exhaust fan in the evidence room at the Police Department.

Assisted the Library with Children's events by delivering 100 chairs and coning off the parking lot for the Fire Truck Expo.

Facilities Maintenance (Albert Rachel, Lead Operator, and Mary Levesque, Operator 1):

Continued working on landscaping at Town Hall, Public Works, and the Library. Completed work orders at Town facilities.

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.

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

The IT Department and SCADA Integration Vendor, Blue Automations, continued making improvements to the Utilities SCADA system.

Coordinated with insurance adjuster on lightning strike claims at the Public Works Complex.

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 performed re-reads, work orders, distributed door hangers, and installed new water meters.

Staff attended the start-up of the new lift-station at Lake Ella Estates. It passed and worked properly.

Tested and ran emergency equipment for storm preparations.

Coordinated with contractor, FDOT staff, and Southland on new eight-inch waterline boring under US 27-441 for Big Dan's Car Wash project.

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, electricians finalizing work. Final testing is taking place. Phase Two of the project has been awarded to the contractor, PWC, contract signing and documentation coordination in process. Pre-construction meeting scheduled for June 16th, work schedule to follow.

Phase One of the Well #4 and #5 Project, Applied Drilling have finished out Well number 4 and are continuing work on Well number 5 at the elevated tank on N Clay Avenue. Phase Two documents and design will be brought to Town Commission in the coming weeks for bid advertising consideration

Administration:

The sewer line extension project on CR 25 from Fennell Blvd to Griffin Avenue being constructed by the Benchmark Group, the project has been awarded to Miller Pipeline. Work will begin in the coming weeks; it is a 90-day project.

The Public Works/Utilities Department currently has three job openings. Two open positions for Utilities Collection/Distribution Technician I, and one open position for Streets/Facilities Maintenance Operator II. 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.