

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

By Bill Lawrence, Town Manager

June 23, 2022

## DEPARTMENT MANAGER'S REPORT: (William Lawrence)

The Town Manager has reviewed all the department head reports and has nothing more to report.

## CLERK'S OFFICE (Nancy Wilson):

Leon is continuing to work with Jackie on a new way to provide data and statistics to the Commission and staff. Currently, the information is provided monthly in a report that is not very stimulating nor does it provide data in a way that gives any perspective. The plan is to provide information in real time to the Commission and staff, bringing life to reports by using charts and graphs (with pretty colors!) This week, the Library Report was created with categories that provide a comprehensive picture of library operations. Leon and Jackie will tackle the PD report next week. It is very much a work in progress but will be a great decision and analysis tool when it goes live.

On Monday, there was a Special Conceptual Meeting and a Regular Commission Meeting; all post processing is complete. Sprinkled in between those meetings were several meetings that were necessary to begin the Small Cities Community Development Block Grant process. One of the most important components was establishing a Citizens Advisory Task Force (CATF) Committee. Their task was to offer input into various project options in town. We were really blessed to recruit five outstanding residents who are taking the job seriously and whose willingness to help may be the difference between getting or not getting the grant. A HUGE thank you goes out to them and here are their names:

Adele Cooley

John Derrig

Kathy Hartigan

Brian Kelly

Dan Vincent

In addition to the CATF meeting, two other requirements included holding a Public Hearing where the grant process was described and where potential projects were explained; public comments were encouraged. The final component was the Fair Housing Act that was explained in some detail. The second public hearing to discuss the chosen projects.

The bid opening for Bid 2022-003: Train Depot Roof Replacement and Repair was on Thursday. There was only one bid, and it came in a little hot!

A Special Magistrate meeting was held on Tuesday and the post processing has been completed for that meeting as well.

**FINANCE (Pam Winegardner):**

The Lake County Property Appraiser, Rob Brown, Chief Deputy sent out to the Lake County government entities the annual best estimate of total taxable value for 2022.

Lady Lake's best total taxable value in 2022 is estimated at \$1,466,920,044, an increase of 8.6% from 2021's final taxable values of \$1,351,315,024. This includes new construction of \$8,869,801 which is down 33.71 from the previous year of \$13,381,163.

Lady Lake millage comprises approximately 5% of total property taxes.

In dealing with a rolled back rate, government's overall revenue can be calculated to stay even year over year, and with it the property taxes it levies, it doesn't work as neatly for property owners, whose properties are assessed individually. Theoretically, half a city's property owners could see their property value decrease, the other half could see their property value increase. To the government, it's a wash, and a roll-back rate can look so innocent as to mean that everyone is paying the same year over year. Not so. But to the property owners whose values have increased, the roll-back rate would very much amount to a tax increase. And to those property owners who saw their values decrease, the rate would result in a tax decrease.

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

This week the Growth Management Department received plans for the modifications to the Chick-Fil-A at 730 North Highway 27/441. They are currently under review by the Villages Fire Department and the building department.

Plans were also received for the Wastewater Plant Phase 2 project at 136 Skyline Drive, and plans are currently under review for the trail project located at South Old Dixie Highway: both being Town of Lady Lake projects. The building plans for the apartments in the Van Patton House Building at 998 Del Mar Drive were reviewed and will require revisions. Revisions for the UNOVA Surgery Center at 539 Rolling Acres Road will also be required.

A variance application was received this week for an accessory structure at 110 Lakeview Avenue. The applicant is requesting to have additions which amount to 45% of the principal structure in a zoning district which limits the accessory structure percentage to 25%.

Town Staff also conducted a follow up pre-construction meeting with the contractor for the Town's Wastewater Plant Phase 2 Project to be built at the Lady Lake Public Works Complex.

Staff issued 24 permits and 82 inspections were conducted in the field over the week.

**HUMAN RESOURCES (Tamika DeLee):**

Four people were interviewed on Monday and Tuesday for the two open positions, Library Assistant I in the Adult and Youth Libraries. Out of those four, two qualified candidates were chosen. Offer letter was extended and accepted by both candidates.

Human Resource Director attended the Public Risk Management (PRM) conference of Florida 2022 last week (June 15-June 17). There were many informative sessions regarding insurance.

The Human Resources Department hosted an Employee Health Screening, Wednesday, June 22, at the Lady Lake library. There were over 30 employees in attendance. The entities providing FREE health screenings were Florida Blue, Water Edge Dermatology and Vascular Vein. Florida Blue checked employees blood sugar, cholesterol counts, and blood pressure level. Water Edge Dermatology provided skin cancer checks and Vascular Vein provided informative information about vascular vein. A BIG SHOUT OUT to Julia Harris for helping the Human Resources Department in making this Employee Health Screening a success!

Mission Square (formerly ICMA) who manages and administers employees' retirement plans will be at the Town Hall on Monday, June 27 from 8:00 AM – 1:00 PM and Tuesday, June 28, from 8:00 AM- 1:00 PM. Also, will be at Public Works on Monday, June 27, from 2:00 PM – Tuesday, June 23, from 2:00 PM – 4:00 PM

**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.

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

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

Town Clerk (Nancy and Carol), Finance (Dawn), and IT (John and Leon) met with vendor SML, Inc. to evaluate our existing paper record storage locations at the Library and discuss the development of a digitization and offsite storage plan.

Leon met with Town Clerk (Jackie Schilling) to begin development of a data warehouse for Clerk's report information.

Andy Crogan is continuing our hardware lifecycle (HWLC) project. New computers were delivered to the Town Manager, Growth Management, and 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.

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):**

Let freedom ring! To celebrate Independence Day, pocket-sized copies of the United States Constitution and Declaration of Independence will be on the front desk for free to take one beginning Monday, June 27. The library will be closed Monday, July 4th, in observance of Independence Day.

Part one of "Living Your Best Life" took place on Monday, June 20. We had Meredith Cheshire from Faeve Apothecary in Lady Lake present information on essential oils and herbs for the health and well-being of our mind, body, and spirit. Ten people attended the program and we heard great feedback.

Another part of our "Oceans of Possibility" program for adults is happening tomorrow, June 24. Doug Alderson is presenting "Exploring Old Florida Attractions" with a PowerPoint presentation.

Yesterday, June 22nd, we had "The Magic of Reading", an excellent magic show. Children got to come up and help and participate. In the end, the presenter made an adorable bunny appear! We had **40** people attend that event.

Atlantic Coast Theatre presented, "Waterpalooza". Children loved how involved they could be and learned so much. We had **65** in attendance for this program.

We also had four interviews this week. Two applicants were chosen and will be notified with a job offer. We hope to welcome them to the library family!

The Summer Reading calendars can be picked up at the front desk.

**PARKS AND RECREATION (Mike Burske):**

No report this week.

**POLICE DEPARTMENT (Chief Robert Tempesta):**

The Lady Lake Police Department is expecting to start two new police officers in the coming week. This leaves us with two additional vacant police officer positions which we are actively recruiting

for. These new officers will go through a twelve-week field training program before being released on their own.

The Lady Lake Police Department is warning the public of an ongoing scam in which callers impersonate a law enforcement officer, even spoofing the department phone number, and convincing the victim that there will be warrants issued for their arrest if they do not provide money immediately. These scammers have been directing the victims to purchase green dot cards from the store and provide the scammer with the account number over the phone.

No law enforcement agency, including the Lady Lake Police Department, will call you and demand money. If you receive one of these calls, please contact the Police Department immediately.

**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 in the coming weeks.

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.

Truman and Travis repaired a HVAC unit at the library.

Travis' and Justin's crews replaced the American Flag, flagpole rope, lighting, and trimmed trees around the lighting at Town Hall.

Crews cleaned up fallen trees and debris on Bower Ln, Hillcrest Dr, and Heathrow Ave due to storms.

Crews assisted in setting up the Town's Health Screening Event at the Library.

Todd and Justin dismantled a desk being replaced at the Clerk's Office and took it to the storage area in the library.

**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.

Completed and delivered the Town's Consumer Confidence Report (CCR) for potable water quality to the customers via mail inserts and submitted them to the Florida Department of Environmental Protection (FDEP) and to the Lake County Health Department.

**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.

Tested and ran emergency equipment for storm preparations.

**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, currently finalizing integration with the SCADA system. Final testing and start up being scheduled. Phase Two of the project has been awarded to the contractor, PWC, contract signing, and documentation coordination is completed. Pre-construction was held last week. The work is scheduled to commence in July, the estimated completion date is two years out. The longest lead times for equipment is one year for the large generator and plant switching equipment. All materials that can be ordered now are being ordered now to cut down on project delays due to supply chain issues.

Phase One of the Well #4 and #5 Project, Applied Drilling have finished out Well number 4 and are finishing 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.