

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

June 30, 2022

DEPARTMENT MANAGER'S REPORT: (William Lawrence)

Department Manager's Meeting was held Tuesday morning. We reviewed the commission agenda for the July 6th meeting. We discussed the status of our current projects and the Lake Economic Area Development organization. I will bring this up at the next commission meeting.

Lake Economic Area Development: I received a request letter for funding on this new organization for the upcoming fiscal year. This is a new partnership between the private sector, Lake County government and the cities of Lake County. They are requesting \$1.00 per resident from each city to fund their budget in exchange for receiving the following benefits:

- Existing Business retention and job retention
- Existing Business Expansion and job expansion
- New Business recruitment tailored to your city's vision
- Entrepreneurship assistance to help grow local businesses

I will recommend to the Commission that we not fund this partnership. We have had tremendous growth, on our own, which continues today.

CLERK'S OFFICE (Nancy Wilson):

There is not much new news to report other than our ongoing activities.

When I report that we have been working on the agenda, it sounds lame because people must think, "Gee whiz, it is just an agenda, how hard can that be to pull together?" It is a time-consuming activity where attention to detail is imperative to make sure we have a well-organized, accessible final product. Jackie asked me this week for the order in which the agenda is compiled and processed so I thought that might be something worth printing. Here is the high-level overview of the agenda process that is worked on over a number of days by the three employees in the Clerk's office:

- Generate a new agenda by duplicating a previous one, this can be done well in advance of a meeting so items can be added to it as necessary. For instance, after a Planning and Zoning meeting or a Commission meeting, there may be a Resolution or Ordinance that we know will be put on a future agenda; go ahead and add it to the agenda. Also, there are times when an annual occurrence is coming up, we can add a placeholder in the agenda, so it is not forgotten. Examples include announcing elections, poppy days proclamation, clown days, etc. We'll often work on several agendas at one time.
- 10 days before the meeting, the department heads let us know what they have for the agenda. They will not have the backup material but at least we will be able to flesh out the agenda.

- On the Mondays and Tuesdays before meetings, department heads will have their signature sheets signed by the Town Manager and they will be brought back to the Clerk's office no later than about an hour after the staff meeting which is held on Tuesday mornings the week before the meeting.
- The agenda will be finalized, and hard copies printed

Processing begins.

- Copies of all agenda material is duplicated and scanned to the Clerk
- The agenda cover sheets, ordinances and resolutions need to be made ADA accessible. Those accessible documents need to be uploaded to Media and Posted in WordPress.
- Within WordPress, uploaded posts are integrated into a duplicated post and new information is cut and pasted from Word documents.
- Agenda cover pages, ordinances and resolutions are linked to the agenda
- The ADA accessible agenda (which doesn't contain supporting documents because in most cases they are too complex to make accessible) are emailed to All Agendas
- The accessible agenda is placed under Documents on ladylake.org and displayed on the calendar
- The previously scanned files are combined into one PDF and agenda items are linked to the agenda
- The PDF is uploaded to OneDrive and distributed to the Town Commission and Department Heads.

That is all folks!

FINANCE (Pam Winegardner):

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week the Growth Management Department received revisions for the Life South Community Blood Center located at 978 Bichara Boulevard. Plans for the modifications to the Chick-Fil-A located at 730 North Highway 27/441 are still under review.

Work continues at the Big Dan's Car Wash located at 135 North Highway 27/441 and signage has been installed at the site. The 7-Eleven convenience store and car wash are also advancing with their construction at the corner of Highway 27/441 and Griffin Avenue.

An Improvement Plan application for Green Key Village was received this week for Phases 5 and 6. These phases will add 93 additional lots to the subdivision. Lake Ella Estates, directly adjacent and east of Green Key Village, is completing their utility and site work in preparation for filing a Final Plat.

Staff issued 46 permits and 127 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), IT (Leon Platt and Patrick Kauper) and the vendor Citizenseve.

Leon met with Town Clerk's Office (Jackie Schilling) to continue development of a data warehouse design for Clerk's Report information.

Andy Crogan is continuing our hardware lifecycle (HWLC) project. New computers were delivered to the Growth Management and Information Technology departments.

Staff began a network security infrastructure project for the municipal and police local area networks this week that has been in planning for several months. This project is anticipated to continue for three weeks.

A meeting was held on Wednesday to confirm the SCADA network design for phase two of the Wastewater Treatment Plant modification project and Well Site four construction project. Public Works (Butch Goodman), IT (John Pearl), Engineering Consultant Jason Shepler, and vendors Blue Automation and Aaron Vurgason were in attendance.

The SCADA network upgrade project continued this week with John working with our vendor Blue Automation 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):

Don't forget to pick up your free pocket-sized copy of the United States Constitution and Declaration of Independence. These books are located at the front desk. The library will be closed Monday, July 4th, in observance of Independence Day.

Friday, June 24, Doug Alderson presented Exploring Old Florida Attractions. Doug did a fantastic job and was so knowledgeable about these old attractions in Florida. He even brought in souvenirs that people could look at. We had 23 people attend this program, and they were able to buy his book after if they chose to.

This week, Lynn's grab-and-go craft for adults was a 4th of July wreath made from paper straws and cardstock stars. We ran out by Wednesday and made a run to the store for more straws!

This week during our summer storytime, we had singer/ songwriter Amy Robbins. Amy did a sing-a-long to favorite children's songs. They loved being able to dance and shake their sillies out. We had 40 in attendance.

Steve Turner from Giving Tree Music came. We had a drumming circle that everyone, including adults, could participate in. Each participant had a drum or percussion instrument to use while we laughed, sang, and even danced together. Steve always does a fantastic job getting everyone involved.

We are halfway through our summer programs, and shout out to Nicole, Kourtney, and Ruth for their hard work during these busy program times.

The library staff would like to wish everyone a safe and happy Fourth of July!

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. Van has been working on lightning damage to the Rolling Acres Sports Complex. We were struck heavily last Friday resulting in some electrical and heavy irrigation damage. Van was able to get most of the irrigation parts replaced under warranty. Vicky has continued to spray the sports fields. This is the largest spraying effort that we have undertaken since the summer lockdown in 2020. During that time, we were unable to invest time and effort and the weeds made a comeback to some of our fields. We are seeing great results.

The Parks and Recreation Director and Christina Lloyd, President of the Lady Lake Soccer Association, will be meeting with Fruitland Park, Wildwood and maybe Leesburg to add to our teams' soccer schedule. This will primarily be for the older kids. There is a need to do this to stay competitive. At around age 15, many kids either play for their schools or have found other interests. In playing other cities, we will give them a competitive league.

The kickoff for park construction is about ready to begin. The efforts are as follows:

- Temp fence and gate subcontractor scheduled for June 30th for installation
- Material deliveries starting on June 30th:
- Precast Manholes
- Utilities
- Erosion Control – FODS and Silt Fence
- Initial Survey Layout – By July 1st.
- Trail Layout
- Utilities – Water & Sewer

The Parks and Recreation Director will be meeting with the engineer and the contractor next week to go over the trail and to look at the trees that are tagged to be removed. I want to keep as many trees as possible.

I have been working with The Village's Daily Sun and the Lady Lake Historical Society to find relatives of Atticus Blanton to educate them on the decision to name our newest park after Snooky. All we are finding are distant relatives and no direct relatives. There will be an article in the Daily Sun soon. This may find the relatives for us.

The Parks and Recreation Director accepted a \$5k donation from Benchmark Group for the 2023 fireworks display. I have a verbal commitment for two other donations to total \$1,500.00. We will accept another \$10k donation from the Lions Club in the Fall.

POLICE DEPARTMENT (Chief Robert Tempesta):

Announcements — The Lady Lake Police Department would like to welcome our two newest police officers: Andru Eckerdt and John O'Conner. They will both start the 12-week Field Training Officer Program beginning this Monday, July 4th. We wish them success as they begin their career with the Lady Lake Police Department! An interview of another potential candidate will be scheduled next week.

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 on-line. Please submit all applications to Tamika DeLee in Human Resources.

Public Safety — With summer heating up, it is important to remember that leaving a child or pet in your vehicle creates a hazardous, if not, fatal condition even if only for a few minutes. On a mild day where the temperature is 75 degrees, the inside of the vehicle can reach 84.5 degrees in just 5 minutes, 94 degrees in 10 minutes and 104 degrees in 20 minutes. With our current temperatures reaching into the mid to high 90's, the inside temperature of the vehicle on a 95-degree day can reach 104.5 in just 5 minutes, 114 degrees in 10 minutes and 124 degrees in 20 minutes. Please remember to look in the rear of your vehicle for your child prior to leaving. It is a good idea to leave something that you will need near the child, such as a purse or wallet. Lastly, if you don't plan on taking your pet with you once you reach your destination, leave them in your climate-controlled home.

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. Permits obtained, project schedule to begin on July 18th.

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

Restructuring and finalizing annual resurfacing project list. There is a major statewide aggregate shortage with all paving contractors currently due to supply chain issues. This year's list is being modified to prioritize alternate, more available, resurfacing materials other than hot mix asphalt to accommodate the shortage and ensure the Town streets remain in the good condition as they are in currently. The Annual Resurfacing Project will be brought to Town Commission for consideration in July.

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.

Kon, Justin, and Todd cleaned up a fallen tree and debris on High Street due to storms. Crews removed a problematic tree in the right of way on First Street.

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.

Repaired toilet at library. Repaired HVAC units at Town Hall and Library. Removed snake from Children's Library. Replaced old light fixture with LED lighting at the Town Clerks Office.

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.

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.

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, contractor has finalized integration with the SCADA system. Final punch list items being addressed. Phase Two of the project is scheduled to commence in two weeks, the estimated completion date is two years out.

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.