

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

By Bill Lawrence, Town Manager

July 7, 2022

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

**The Expense Report** for the last quarter shows that the General Fund is 63% spent for the fiscal year which puts us in great shape.

**Police Benevolent Associations** negotiations continued for several hours on Thursday.

**The Budget Workbooks** are almost completed; they will show a balanced budget with the same millage rate as in previous years. Added to this year's budget is a communications technology employee position which will be discussed at the budget workshop. Also added to this year's budget are salary changes based on compression issues. A salary study was performed a couple years ago after which all employees were brought up to at least \$15.00 an hour. Once that change was made, compression was created through the ranks. In other words, a new employee is making the same salary as an employee who has been here several years. This budget has dealt with those issues.

## **CLERK'S OFFICE (Nancy Wilson):**

It was a short but busy week. Our energy was spent predominantly on prepping for meetings and post processing meetings. Other tasks were squeezed in as necessary including working on a template for Community Building rentals that will be included in the new Clerk's Report designed by Leon Platt.

## **FINANCE (Pam Winegardner):**

No report

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

This week the Growth Management Department received the Preliminary Plat application and plans for the Hammock Oaks Development located on Highway 466 and east of Cherry Lake Road. The development consists of 378 acres and will contain 1,116 units, 216 units will be townhomes, and 710 of the single-family units will be age-restricted; it is proposed to be developed in thirteen phases.

On Wednesday night, the Town Commission approved the first reading of the Construction Noise Ordinance. The ordinance prohibits construction activities between the hours of 8:00 p.m. and 7:00 am. The second and final reading will occur on Monday, July 18, 2022. The Commission also

granted permission to release a Request for Proposal for building inspection services as our current contract expires September 30, 2022.

Also received this week were application for annexation, a small-scale future land use map amendment, and rezoning for property located at 990 Tarrson Boulevard. The applications will be considered at the August 11<sup>th</sup> Planning and Zoning Board Meeting and will subsequently advance to the September 7<sup>th</sup> and 21<sup>st</sup> Town Commission Meetings.

Staff issued 29 permits and 73 inspections were conducted in the field over the week.

**HUMAN RESOURCES (Tamika DeLee):**

The Town of Lady Lake would like to welcome two new police officers John O'Connor and Andru Eckerdt.

Florida Blue was here this past Wednesday for our final wellness presentation. A total of 32 Town employees attended. Presenter Maria Chehab and employee Jacqueline Schilling brought in delicious food to share with us during our wellness presentation. Human Resources is currently working on the benefits renewal for 2022-2023.

**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 (John Pearl, Leon Platt and Patrick Kauper) and the vendor Citizenseve.

John met with Magellan Advisors to request changes to the proposed Fiber Master Plan. Discussion was productive, a revised version is expected soon. Staff is attempting to reschedule the Commission presentation for Monday, August 15<sup>th</sup>.

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

John continued a network security infrastructure project for the municipal and police local area networks this week. This project is anticipated to continue for two more weeks.

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):**

The staff has been extremely busy this week after being closed on Monday for Independence Day. We have been short-staffed, but everyone has been accommodating and hard-working. I'm so

lucky to have the staff I have. Our two new employees will be starting in the upcoming weeks, Dana Stone starts Monday, July 11, and Penny Richardson starts Monday, July 18. We are so excited to have them part of our library family.

AMAC Foundation started its three-week series "Sudden Death: Are You Prepared." They have told me this class is full but will have another class in the future. For more information, check out their website at, <https://amacfoundation.org/events>.

Best Buy Geek Squad will be here on Friday for their monthly iPhone and iPad class. They teach people in the community basic iPhone and iPad technology.

Lake County Health Department came to Wednesday Storytime. They taught about water safety and handed out books and information cards to parents about water safety. We had **30** in attendance.

Reactory Factory came Thursday, July 7. Dj Dan and Dr. Reacto taught the science of sound, geology, dinosaur bones, and much more in their musical and interactive program. We had **80** in attendance.

Remember, Friday, July 8, we have baby Storytime at 10:30 am and video games at 3:30 pm.

Town Libraries: The medicine chest of the soul.

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

The Parks and Recreation Department has been performing general maintenance that include mowing, trimming and trash detail. Parks and Recreation staff has met to discuss stage possibilities for the Blues Concert on September 24th. Our goal is to have something in place that will limit the sun exposure to the performers. We are still working on weed removal on the soccer fields. We have made great progress on the soccer fields and are still working on the baseball fields. Our goal is to transition back to the quality we had when we first implemented our turf program.

The Parks and Recreation Director has met with the contractor concerning parking at the Snooky Park/Old Dixie Highway Walking Trail construction site. The contractor has stated that they do not want the liability of cars at the construction site, and I agreed. The contractor and I have informed the two organizations that park at the site and let them know that it is off limits. The fencing will be going up around the site any day now. We will be meeting today at 2PM to discuss the layout of the trail and discuss the trees to be taken out. Our goal is to take out as few trees as possible.

The Director has picked up the signs and banners for the Blues Concert. We will also be posting the baseball and soccer registration signs soon. This is a simple way the Town can help our leagues get volunteers and participants. The signs have proven to be very effective for soccer.

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

**ACCREDITATION TEAM INVITES PUBLIC COMMENTS ABOUT THE LADY LAKE POLICE DEPARTMENT**

Lady Lake, Florida: A team of assessors from the Commission for Florida Law Enforcement Accreditation (CFA) will arrive on August 16 through 18, 2022 to examine all aspects of the Lady Lake Police Department's policies and procedures, management, operations, and support services. The Lady Lake Police Department must comply with numerous standards to receive reaccredited status. Many of the standards are critical to life, health, safety issues, and best practices.

As part of the on-site assessment, the Lady Lake Police Department members and the general public are invited to offer comments to the assessment team. A copy of the standards is available through the CFA's website [www.flaccreditation.org](http://www.flaccreditation.org) under the standards tab.

For more information regarding CFA or for persons wishing to offer written comments about the Lady Lake Police Department's ability to meet the standards of accreditation, please write: CFA, P.O. Box 1489, Tallahassee, Florida 32302, or email: [flaccreditation@fdle.state.fl.us](mailto:flaccreditation@fdle.state.fl.us).

The accreditation program manager for the Lady Lake Police Department is Lieutenant Nelson Vargas, 352-751-1568. He said the assessment team is composed of assessors from similar agencies. The assessors will review written materials, interview individuals, and visit offices and other places where compliance can be witnessed.

Once the Commission's assessors complete their review of the Lady Lake Police Department, they report to the full Commission, which then determines if the agency is to receive reaccredited status. The Lady Lake Police Department's reaccreditation is for three years. Verification by the team that the Lady Lake Police Department meets the Commission's standards is part of a voluntary process to gain or maintain accreditation, a highly prized recognition of law enforcement professional excellence, according to Chief Robert Tempesta.

Police officers Andru Eckerdt and John O'Conner were sworn in as the newest members of the Police Department today. They will both hit the road with their Field Training Officer. We wish them success as they begin their career with the Lady Lake Police Department!

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.

The Lady Lake Police Department would like to thank Little Blessings Summer Program, kindergarten through 5<sup>th</sup> grade, for coming out and meeting our new K9 Fast, along with Officer Ryan O'Neal this past Wednesday. The children were able to ask questions, pet Fast, and look at the patrol vehicle. The children also took photographs with our K9 cut out board and enjoyed refreshments. Julia Harris of the Town Managers office gave out backpacks with educational materials.

**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 18<sup>th</sup>.

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 due to statewide aggregate shortage. The Annual Resurfacing Project will be brought to Town Commission 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 responded to a report of a depression forming in the roadway on Paradise Drive over the long weekend. The depression was filled in to ensure public safety and the asphalt was patched this week.

**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 the Police Department. Repaired HVAC unit at Town Hall. Replaced LED lighting at the Police Department. Used concrete planer to level a spot in the sidewalk at Town Hall.

**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.

Made repairs at lift stations number 5 and number 11.

Flow meter accuracy testing performed and complete.

**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, startup was successful, monitoring functionality prior to being placed in service. Phase Two of the project is scheduled to commence this week, 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 four job openings:

- Two open positions for Utilities Collection/Distribution Technician.I
- One open position for Facilities Maintenance Lead Operator.
- One open position for 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.