

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

July 14, 2022

DEPARTMENT MANAGER'S REPORT: (William Lawrence)

This weeks' shout goes to **Becky Hewett**, Account Specialist, who is retiring after 14 years of service with the Town of Lady Lake.

The **Department Manager's Meeting** was held on Tuesday morning. We reviewed the next Commission Meeting agenda and discussed the upcoming budget workshop and current project costs.

Lady Lake Chamber Meeting was held Wednesday morning. We discussed upcoming events and rebranding of the Chamber. The president of the Chamber praised the Commission for being pro-business by eliminating Business Tax Receipts. The Farmer's Market was discussed; the Chamber and the Town will be taking over operations. See Mike Burske's report. This matter will also be discussed at next Monday's meeting.

Budget Workshop has been rescheduled to July 28th at 10:00 a.m. in the Commission Chambers. Staff has been busy with last minute changes to their budgets and the Finance Department will have the budget workbooks completed by this week. We will be presenting a balanced budget using the same millage rate as in previous years.

CLERK'S OFFICE (Nancy Wilson):

There was a Planning & Zoning meeting on Monday night, minutes have been transcribed. The Clerk's office prepped for the Special Conceptual Meeting and the Commission Meeting; Carol took the lead and very successfully handled all aspects of compiling, making accessible, posting, and publishing the packets! Jackie "hosted" her first meeting – Parks & Recreation. She prepped for the meeting and has transcribed the minutes. As you'll see in John's report, Leon and Jackie have been working on making the monthly report that is sent to the Commission more user friendly by utilizing graphs and charts to represent data and interrelationships between sets of data. Down the road, once our software is all interconnected, the data will be posted and accessible in real-time. Jackie is entering data into the program, and she provides Leon with ways we may want to present the data, so he is able to work on the back-end to make it happen.

We are continuing with our records retention and destruction efforts. It is an ongoing process especially now that IT is getting the library, where most records are stored, organized.

A list of deliverables was sent to us from Fox Enterprises on Monday that is due today. We have scrambled but it looks like the deadline will be met. This information is for the CDBG grant for which we are applying.

That is all folks!

FINANCE (Pam Winegardner):

As of the end of June, the Town investment interest rates are up. SBA (Florida Prime) is paying 1.25% daily rate. SBA is a government investment tool for towns, cities, and counties to safely invest their money but get a higher rate of return than banks. Our other investment tool is FL Class (Florida Class) which is paying .99% daily rate however we saw an unrealized loss of \$22,785 on our investments. An unrealized loss is a paper loss until we cash out our account. We are hoping that the economy takes an upturn, and this will turn into an unrealized gain in value.

Bloomberg has reported that the inflation rate for June 2022 is 9.1%. The Town is seeing this inflation rate hike in the materials and labor we are bidding out for the current projects the town is undertaking.

The Town strives to keep not only a small town feel but an updated image that rivals surrounding communities such as Leesburg, Tavares, and Mt. Dora. These communities are providing an exciting image that offers recreation opportunities both in buildings and in services. Our Parks and Recreation Department offers facilities for soccer, baseball, softball, racquetball, tennis, basketball besides a nice, updated playground for the children. We also boast a small but newly remodeled community center, a huge library that also sponsors many children's programs besides a large gazebo at Heritage Park for outdoor weddings and get togethers. The Walking Trail at Snooky Park will provide a center of activity for exercise besides a scenic walk.

We at Lady Lake want to provide our residents and visitors plenty of entertainment, good services and a beautiful community.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department has received a New Major Modification Civil Site Plans and application submittal for a project titled Water Oak Maintenance Hilltop Amenity - MJM 07/22-001. The project is located on the northwest quadrant of the Hilltop Expansion Phases 2-4, just south of home sites 281 and 287, and just east of the Satellite Recreation Building along Norman Street. The proposal is for a Resort-style Swimming Pool exhibiting a Beach Entry and in-pool benches, a hot tub area, a 1,109-square-foot restroom facility, a 9,955-square-foot dog park, a 3,850-square-foot event lawn, a beer garden featuring eight tables and 32 chairs, an outdoor kitchen, landscaping islands, mail kiosk building, and pool equipment room, and a connecting 10-foot cart path and 75 parking spaces.

Modifications to the Chick-fil-A located at 730 North Highway 27/441 are still under review, as well as the plans for the Town of Lady Lake's Water Treatment Plant located at Skyline Drive. The LifeSouth Community Blood Center located at 978 Bichara Boulevard has been permitted, and the Coldwell Banker suite located at 412 Highway 466 received its Certificate of Occupancy this week. Landscaping installation has begun at the Big Dan's Car Wash on Highway 27/441 as the project is coming to closure, and the Lady Lake Square Apartments, a 288-unit complex to be constructed at the southwest corner of County Road 25 and Griffin Avenue, is underway with tree removal and utility work at this time.

Staff issued 43 permits and 65 inspections were conducted in the field over the week.

HUMAN RESOURCES (Tamika DeLee):

The Town of Lady Lake would like to welcome Penny Richardson to the team. She is our new Library Assistant I Circulation Adult/ Youth. This past Tuesday, July 12th a potential applicant was interviewed for Parks and Recreation Operator I. A conditional offer of employment letter was offered.

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

The community development software implementation project continued with IT (Leon Platt) and the vendor Citizenseve. Leon continued the data validation effort, focusing on historical Code Enforcement cases while the vendor worked on finishing the escrow feature development.

Town Clerk (Nancy Wilson and Carol Osborne), Growth Management (Thad Carroll and Becky Higgins), and IT (John Pearl and Leon) met with vendor SML, Inc. to review their proposal for preparing for digitization and offsite storage of our existing paper records currently stored at the library. Staff are satisfied with the plan and anticipate beginning this effort later this month.

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

John attended a Lake County IT Director's meeting in Mt. Dora on Wednesday afternoon. Various topics were discussed including cybersecurity, enterprise software integration, staffing challenges, and GIS.

John continued a network security infrastructure project for the municipal and police local area networks this week. This project will be completed at the end of this week.

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):

No report this week.

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance including mowing, trimming and trash detail. We have ordered additional chemicals to treat pest issues on the soccer fields and are treating for weeds one last time on the fields. Vicky will utilize August to re-grow grass on the bald spots that were created. The Dog Park will have the sidewalks that were approved by the Commission installed this Friday. Brad has tilled the baseball fields at Guava Street, and they look INCREDIBLE! WAY TO GO BRAD!

The Parks and Recreation Department and the Lady Lake Area Chamber of Commerce had an emergency meeting last Thursday concerning the third party who operates the Farmers Market. It was decided that the Town and the Chamber no longer had confidence in how the Farmer's Market was being operated and further operations by that person would be a liability to both the Town and the Chamber. We relayed to the Market manager that the last day for the Market would be August 16th. It was decided by the Market manager that she would end the Farmer's Market on Tuesday, July 12th. As the Farmer's Market has been a joint venture between the Town and the Chamber for around 14 years, we discussed the future for the event. We discussed the immediate take-over of the event but decided to wait till February when we get our primary parking area back from the contractor. We lost 95% of the parking to the construction of Snooky Park. The Farmer's Market will become a Friday event that will start off being run by the Town and the Chamber. The Chamber will seek another person to partner with to operate the event once we have met our goals for improvements.

Snooky Park Construction started on July 11th. The Mayor and I met with the contractor and the engineers to walk the site the previous Thursday. It was determined that three extra trees would need to come out to protect the trail from roots. The contractor has had good weather this week and has been on site Monday through Thursday. The parking lot is now closed for use by the Thrift Store, Freedom Title, and the Farmer's Market. In discussing parking with the Mayor, it was asked if we could remove the "Parking for Museum Only" signs from the south side of the Log Cabin. They were removed Friday and I notified Shelly from U.F. Health of the added parking we were offering to their staff. The Chamber had no issue with the signs coming down.

The Commission will see a proposal for a car show at the Rolling Acres Sports Complex this November. We had the show already in the works as part of the Business Expo that the Chamber puts on every Fall. As we will incorporate the expo with the Mac and Cheese Cook-Off, it left the event to stand by itself. In the near future, you will see the calendar of events for the Fall and

Winter. Keep in mind that the planned Pet Expo will be removed from the schedule, and we are adding the Blues Concert and the Fireworks. We are in the planning stages of a pre-fireworks event to be funded by the fireworks contingency that I have in my "Specials Promotions" line item.

POLICE DEPARTMENT (Chief Robert Tempesta):

Sergeant Devin Daniels and Officer Dennis Pranouskes were recognized by the American Legion Post #347 as Law Enforcement Officers of the Year during their general membership meeting this past Wednesday night. We would like to thank the American Legion Post #347 for consistently recognizing and supporting the staff of the Lady Lake Police Department in our day-to-day service as well as partnering with us on special programs and events for our community. We would also like to thank Commissioner Freeman and Town Manager Bill Lawrence for attending.

The Police Department currently has two openings for full-time Police Officer positions.

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 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.

Finalizing annual resurfacing project list which 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, cleaning storm drains, mowing right of ways, and tree trimming around Town.

Crews dug up and repaired a leaking stormwater pipe at 204 Palermo Place and repaired the roadway.

Justin and Jordan assisted the Police Department with picking up and transporting bicycles.

Travis, Jordan, Truman, and Todd trimmed trees at the library and along Sierra Blanca Court.

Facilities Maintenance (Truman Henson, Operator 2, and Mary Levesque, Operator 1):

Continued working on landscaping at Town Hall, Public Works, and the Library. Completed work orders at Town facilities: replaced lights at the Library and Police Department, removed old chalk board at the Police Department and repainted the wall, and hung pictures at the Library.

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.

Coordinated with Human Resources regarding lightning strike damage insurance claims.

Coordinated with the City of Fruitland Park utilities staff that had issues with their main lift-station blowers and timings.

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.

Performed weekly tests of generators and emergency response equipment.

Coordinated with contractor for the new Big Dan's Car Wash; installing new eight-inch water main line and two-inch water service and meter.

Flow meter accuracy testing performed and completed at the Wastewater Treatment Plant.

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, one of the two new pump motors is defective, coordinating warranted replacement motor installation prior to system being placed in service. Phase Two of the project is commencing, contractor is obtaining required permits and mobilizing equipment to the site, the estimated completion date is late Spring 2024.

Phase One of the Well #4 and #5 Project, Applied Drilling have finished drilling Well number 4 and Well number 5, the wells are currently being purged, tested, and developed. Completion is estimated in four weeks. 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 has begun, trees are being cleared prior to the installation of the new sewer line. Estimated to be 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, 352-751-1524.

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.