

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

July 28, 2022

DEPARTMENT MANAGER'S REPORT (William Lawrence):

This weeks' shout out goes to Chief Tempesta who was spotted at the library helping a patron carry books to his car. Another shout out goes to Jan Miller, Police Administrative/Community Coordinator, who put together the Summer Reading Program bike giveaway with help from the library children's program staff. A special thank-you to Commissioner Kussard who attended, along with Chief Tempesta, LT. Vargas, Sgt. Gehrsitz, Officer Chausse, Officer Austin, Kourtney Fehr, Nicole LeFrancois, and Aly Herman.

Manager's Meeting was held this week which began with a review of the next commission agenda. We discussed the upcoming budget workshop and the claims notification process. Please see the individual department manager's reports for more information.

Performance Evaluations are underway by all departments. We will submit our drafts to Human Resources by August 11 for review.

Budget Workshop was held Thursday morning in the Commission Chambers.

CLERK'S OFFICE (Nancy Wilson):

Carol and Nancy met at the library with other staff to discuss with Matt Daugherty from SML, Inc. He presented a record storage project plan for preparing our records for future actions by separating them into categories such as records to be destroyed; records to be kept indefinitely, records with retention less than ten years, records with retention of more than 10 years and records that need further sorting. This activity is necessary to organize our records and facilitate the build-out of the library's second floor. John Pearl has done a fantastic job coordinating this effort.

Jackie has been working with Leon who is creating a new way to present information via the monthly department's report. One component she was missing was data from the Community Building rental. She decided what data was most informative and Julia provided her with well laid out table that provided that data. We are so looking forward for this new monthly report to go "live".

Being that it is an even numbered year, the Lake County SOE is handling most of the responsibilities associated with the election. The clerk's office is providing the paperwork required for qualifying and ensuring the paperwork is filled out correctly. So far, Commissioner Hannan is unopposed. Commissioner Holden has one challenger at this point. Qualifying begins at noon on August 15th.

Prepared for the budget workshop and the August 1, 2022, Commission meeting.

FINANCE (Pam Winegardner):

The newly remodeled community building is available to anyone wanting to rent throughout the week and weekend. We had hoped to pull in rentals of \$17,000 for the first year; however, we are at 80% of the year and only \$9,430 has been collected. This is only 56% of our projected budgeted revenue.

The FY2022-2023 budget workshop has just been adjourned with the Lady Lake Commissioners verifying, questioning, and suggesting items in and for the budget. The Department Heads and the Town Manager each had input and with a few budget adjustments, it was the consensus of the Commission to move ahead to the September 7th meeting with the adjustments recommended by Commission.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department received applications for the Rolling Acres Reserve, a 92-unit apartment complex located on Highway 466, west and adjacent to the Rolling Acres Apartments. Also received this week was the site plan for the Lady Lake Luxury Apartments project. The proposal includes 330-units to be constructed north and adjacent to the Village Veranda Assisted Living Center on South Highway 27/441.

The building department received plans for eight commercial shell buildings at The Enclave located at 871 Highway 466, Building 100, and Building 300 – 900. Plans for the Town Park on Old Dixie Highway were also reviewed and approved this week. Plans for various retaining walls to be constructed within the Hilltop Expansion of Water Oak were also approved.

At present, the Growth Management Department is processing nine applications in various phases of zoning, platting, and site plan which will bring 3,858 new dwelling units to the Town and an estimated 8,100 residents.

Staff issued 55 permits and 58 inspections were conducted in the field over the week.

HUMAN RESOURCES (Tamika DeLee):

The Town of Lady Lake's open enrollment period will start on August 2nd and run until August 31st. This is the time for employees to add and/or drop dependents and make plan changes without a qualifying event for most plans. For the fiscal year of 2022-2023 we will have a 5% increase on medical and no increase for dental.

Today we have an interview for the Utilities distribution and Collection Tech I position. Human Resources will be attending the 86th Florida Public Human Resources Association Conference in Boca Raton, FL.

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

The community development software implementation project continued with the Building Department (Thad Carroll, Malina Wright, Becky Higgins, and Christie Gosneigh), Code Enforcement (Lori Crain), IT (John Pearl, Leon Platt, and Patrick Kauper) and the vendor Citizenseve.

Staff training, User Acceptance Testing (UAT), and the final data migration have all been scheduled to occur during the month of August. It will be a busy month for staff.

Staff from multiple departments met with vendor SML, Inc. on Monday to begin our effort of preparing the document warehouse at the library for digitization and offsite storage. A first sort of our material was completed resulting in 259 CF of documents selected for offsite storage and 412 CF of documents selected for scanning.

Andy Crogan continued to make progress with the HWLC program. Multiple replacement computers were delivered to Growth Management, Police and Public Works staff.

Staff are scheduled to visit to with our peers in Groveland, FL. next Thursday to solicit their feedback regarding their ongoing implementation of Tyler Technologies Incode software. Information gathered will be included in our reference report to the Steering Committee.

ERP Steering Committee is scheduled to meet on Tuesday, 8/30.

John completed a new network security infrastructure project for the municipal and police local area networks this week.

John and Andy attended a meeting with Police staff and employees from the State Attorney's Office to discuss a new digital file submission process.

Patrick worked with Pam Winegardner on the bi-annual review of the Florida Department of Revenue MatchPoint addressing file related to communications services tax revenue.

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):

While working in my office on Wednesday, I heard staff member Nancy Brock recommending new titles to a patron. The patron said, " If I didn't have this library, I don't know what I would do. I only have an electric scooter to get around, so I can't go very far, but having the library down the road from my home gives me everything I ever need." The library is a huge part of the community and offers much more besides books. The library is a safe spot for so many.

We just finished the 2022 Summer Reading Program. We had many great performers, crafts, children reading, and much more. All programs had fantastic attendance and were always well received. This summer must be the busiest in library history! Nicole and Kourtney did an outstanding job; many of our regular families came in, and we met many new families along the way too. Now Ms. Nicole and Ms. Kourtney are taking a few days off to recoup and plan for the upcoming programs with Ms. Penny.

We had the Lady Lake Police Dept. host a Bike Safety event on Wednesday. Each child was properly fitted for a new helmet that they got to keep. They had an obstacle course that children could try with a bike. The police dept. had snacks and drinks for all and then surprised the children by raffling off some new bikes. Huge shout out to the Chief and all his officers and staff that helped make this day so wonderful. We had 50 in attendance for this event.

Today is our end-of-summer ice cream party! We have ice cream and so many toppings. We will also be drawing the names for all the prizes we have to give away this summer. Thank you to everyone who contributed to our summer program this year.

The Lake County Supervisor of Elections used our upstairs meeting room all week to host training classes for the poll workers. It's great the library can offer this space to them.

On Tuesday, a patron came into the library saying she heard a kitten meowing in the water drain outside the library. I went out to check, and sure enough, there was a kitten. I called Denise Williams for Animal Control, and she was able to trap the kitten with the help of Truman from Public Works. Big thank you to them for saving this kitten's life. It is never a quiet day at the library that is for sure and always a different adventure.

PARKS AND RECREATION (Mike Burske):

No Report this week.

POLICE DEPARTMENT (Chief Robert Tempesta):

On Wednesday morning, the Police Department participated in the Library's Summer Reading program by presenting our S.K.I.L.L. (Safer Kids in Lady Lake) bicycle safety program. All children participating in the bicycle safety course were fitted with a helmet that they could keep. We also held a drawing for the summer readers and gave away 14 bikes, trikes, and toys. The Lady Lake Police Department would like to thank members of the public works department to include Justin, Kon, Jordan, Todd for their assistance in preparing for this event. We would also like to thank Town Manager Bill Lawrence and Commissioner Kussard for attending to congratulate the children on completing the bicycle safety course. A special thanks to McGruff the Crime Dog for his appearance and assistance with the drawing. I would like to thank Jan Miller for coordinating another successful community event.

Recruiters from the department will be at Lake Technical Institute of Public Safety today and next Tuesday to speak to potential candidates about employment opportunities. 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. Work began this week and should be finished in the coming weeks.

Town Hall Commission Chambers Flooring Project: back ordered materials have been delivered. Project to begin next week.

Finalized the annual resurfacing project list which will be brought to Town Commission on August 1st for consideration.

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.

Justin, Jordan, and Tanner hauled dirt, performed finish grading, and rolled the dirt portion of W Lady Lake Blvd. Lake County performed improvement work on their section of the roadway this week as well, we have received many positive comments from residents for opening the right of way up as an alternate route during the US 27/441 Road Widening Project.

Assisted the Police Department with preparing bicycles for their giveaway event.

Staff performed preventative maintenance and service on equipment.

Staff installed sod at Town Hall.

Kon hauled clay and graded the dirt road behind Public Works. He also prepped the site at Public Works receiving the topsoil from the park project on Old Dixie Highway and pushed the pile after the contractor delivered the loads of dirt.

Facilities Maintenance (Truman Henson, 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 a leak in the roof of the Library. Converted lighting to LED fixtures in Town Hall and Police Department. Installed new fire extinguisher in the shop building. Ran HDMI cabling and installed bookshelves in the Police Department. Delivered chairs and tables for an event at the Library. Replaced gas hose at the Fuel Depot Pumps. Assisted Animal Control with retrieving a kitten out of a stormwater inlet box. Repaired irrigation system 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.

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 the engineer and contractor performing the park project on Old Dixie Highway regarding the utility's installation work.

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, coordinating warrantied replacement motor installation and final improvements. Phase Two of the project has commenced with site prep and grading work, 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 August. Phase two documents and design will be brought to Town Commission in the coming weeks for bid advertising consideration.

Staff submitted EN 50 reports, water level data, meter test results, and reuse water reports to St Johns River Water Management District as a part of the Consumptive Use Permitting requirements.

Administration:

The sewer line extension project on CR 25 from Fennell Blvd to Griffin Avenue being constructed by the Benchmark Group is in process. Estimated completion in the coming months.

The Public Works/Utilities Department currently has 5 job openings, (Two) Utilities Collection/Distribution Technician I position(s), (Two) Streets/Facilities Maintenance Operator II position(s) and (One) Staff Assistant to the Utilities Department. Please see the Town's website or contact Human Resources for more information.

A big shout out to Brenda Brock who is retiring from her position in October as Staff Assistant to the Utilities Department after 15 years of service. A big thank you from the Public Works Department for her years of service to the Town and wish her nothing but the best in her retirement.

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.

The Public Works/Utilities Department currently has four job openings:

- Two open positions for Utilities Collection/Distribution Technician I
- Two open positions for Streets/Facilities Maintenance Operator II

Please see the Town's website or contact Human Resources for more information, 352-751-1524.

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