

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

August 4, 2022

DEPARTMENT MANAGER'S REPORT (William Lawrence):

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

CLERK'S OFFICE (Nancy Wilson):

We compiled a robust Planning & Zoning Meeting packet this week that is sure to please.

At the budget workshop on July 28th, the Commission discussed the possibility of holding elections only in even-numbered years. The Clerk's office was directed to outline Charter changes to effect that proposed change. Currently, we have elections every year with Wards 1, 3, 5 races being held in odd-numbered years and Wards 2 and 4 races being held in even-numbered years. There are several scenarios I am working on for an August 15th discussion. The agenda item summary will more clearly explain available options.

There was a bid opening this morning for RFP 2022-001 – Building Official Services. Five proposals were received. That will form a committee to review those proposals and rank them prior to submitting a draft agreement to the Commission, hopefully at the September 7, 2022 meeting.

We will be in the midst of election activity soon which will go on for a couple of months. Qualifying will take place during the week of August 15-19.

FINANCE (Pam Winegardner):

The Town of Lady Lake budget workshop was held on July 28th in the Lady Lake Chambers and adjustments were made. Two public hearings will be held in September to approve the millage rate and budget.

At the first hearing on September 7th at 6 pm, the Commission can choose any millage rate they want if it follows the State of Florida guidelines. The DR-420 form from the Lake County Property Appraiser dictates what the maximum millage Lady Lake can vote on and how many commissioners must approve it (three of five, unanimous votes). This is based on what millage we approved last year. The State of Florida does not allow increases in property tax over 10% and Lady Lake millage comprises approximately 17% of the property tax. This meeting is advertised on the Trim notice which is the property tax notice each resident receives showing what their property tax bill will be if each government entity votes the millage that they decided on in the workshops.

The second hearing on September 19th at 6 pm in Lady Lake Chambers allows the Commission to approve the first meeting's millage rate or decrease it. They cannot however increase the rate at this meeting. There must be two hearings to ensure the public knows what the Town is deciding on.

Before the second hearing, the Town must advertise in two ads the millage and the budget along with the dates, times and locations. These two ads must be adjacent to each other, they are not allowed to be in classified or in legal sections of the paper and must be of a certain large size.

These guidelines are strictly enforced by the State of Florida and failure to comply will result in no revenue from property taxes. If there is even a percentage listed incorrectly, the meetings must be held again.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management department continues review of the Preliminary Plat of Hammock Oaks, a 1,116 -unit residential development located between Rolling Acres Road and Cherry Lake Road, and south of Highway 466. Green Key Village Phases 5 and 6 Preliminary Plat, comprising 92 lots, is also still under review. Site plan review is currently being conducted for the Lady Lake Luxury Apartments, a 330-unit development on South Highway 27/441, as well as Rolling Acres Reserve, a 92-unit apartment development on Highway 466 just west of the Rolling Acres Apartments.

The building department received revisions for the Chick-fil-A located at 730 North Highway 27/441. All buildings for the 288-unit Lady Lake Square Apartments have been approved at this point, except for Building "F". Land clearing and site preparation continues at the property with site work anticipated to begin in September.

Staff issued 30 permits and 125 inspections were conducted in the field over the week.

HUMAN RESOURCES (Tamika DeLee):

Human Resources attended the 86th Florida Public Human Resources Association conference in Boca Raton. This was a five-day conference with a lot of great speakers and topics on human resources. It was a great time of networking and meeting new human resources professionals. The keynote speaker was Kathy Perry who delivered a presentation on "Rubber Band Resilience: How to Stretch without Snapping." She is a recognized authority in personal energy, productivity, and resilience. She uses her passion to ignite positive changes for professional leaders. Kathy holds degrees in Business and Food Management from Miami University, a certification in Plant Based Nutrition from T.Colin Campbell Program at eCornell University and a coaching certification from WellCoaches. She holds the designation of professional speaker from the National Speakers Association and speaks at events nationwide.

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), Finance (Pam Winegardner, Debbie Rodriguez, and Dawn Woods) IT (John Pearl, Leon Platt and Patrick Kauper) and the vendor Citizenseve.

The Finance staff attended user training Tuesday afternoon. The Building Department staff are scheduled for training this Friday. User Acceptance Testing (UAT) will begin on Monday.

Staff are visiting with our peers in Groveland, FL. today 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.

Magellan Advisors submitted their final version of the Fiber Master Plan this week. Staff is preparing the agenda item to present at the next Commission meeting.

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):

Monthly stats were due this week. We had 81 new patrons join during the month of July. This brings the library's total number of registered patrons to 14,400. July 2021, we had 13,540 registered patrons. We have increased by 7% since then. Our door count was 11,309, and the number of items we have in our collection is 76,653.

Did you know we have a self-checkout here at our library? If you are in a hurry and need to grab your hold and go, you can check out at the self-checkout provided you have your library card. Even our own Commissioner Ruth Kussard's husband, uses it at least once weekly.

The youth library has been busy getting ready for Back-to-School! If you need AR points, they have created reading bundles with the grade level and the number of points. This week's story time was back-to-school-themed. The children made fun back-to-school necklaces. Baby Storytime is this Friday at 10:30 am, and video games at 3:30 pm. The ladies in youth have counted all the tickets for books read in June and July for the summer program. Drum roll, please — 3,725 books were read! Way to go, everyone! We are so proud of everyone and their hard work this summer. We want to wish our library children, who are going back to school this week and next week, a

safe and happy school year. Stop by the library next Wednesday, August 10, for a back-to-school scoop of ice cream with many toppings!

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance that includes mowing, trimming and trash detail. Brad and Sam are continuing to replace rot on the deck and the Train Depot. Van has continued to try to find parts to repair the irrigation issues that we are having at the Guava Street Athletic Complex.

The Parks Director is working on the final draft of the Five-Year Capital Improvement Plan. As stated before, this will be a very aggressive document that will continue into a second five-year plan. I believe that you will vote on it at the second meeting in August.

We are gearing up for the Fall Events and will be kicking off with baseball and soccer very soon. We will have the open house for baseball this Saturday from 10-2PM at the baseball fields. There will be an open house for Karate in September. The date has not yet been confirmed. We lost our beer and wine vendor for the Blues Concert, but Outback Steakhouse has stepped in to take the previous vendor's place. We believe that it will be a great relationship with Outback Steakhouse.

Snooky Park construction is coming along well. The crews have been on site every weekday since their initial start. As with any construction project, we have had minor changes but none that have constituted a second change order.

POLICE DEPARTMENT (Chief Robert Tempesta):

The Police Department is preparing for our final on-site assessment for re-accreditation. Assessors will be here from August 16-18, 2022, inspecting the Police Department for compliance. Next week, public works will assist with minor maintenance inside and outside of the building and will have the floors waxed/carpets cleaned. Lieutenant Vargas will double-check all files that will be reviewed for compliance. He will also check the Records Department, Property and Evidence, and Criminal Investigations to ensure that those areas are prepared for the assessment.

School is back in session beginning August 10, 2022. Children will be returning to school in the tri-county area. Please be mindful that there will be more traffic on the roadways, especially in designated school zones. If possible, avoid these areas as they will be congested during drop-off and pick-up hours. The school zone hours for the Villages Elementary of Lady Lake are as follows: 7:45 am - 8:45 am and 2:30 pm - 3:45 pm. Wednesday is early release (1:30 pm - 2:45 pm). CSA Michele Herbster-Sloane will be out daily assisting with traffic control.

Recruiters from the Police Department were at Lake Technical Institute of Public Safety speaking to academy recruits. Interested applicants were advised to submit an application to Human

Resources. 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 online. 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 is in progress and should be finished in the coming weeks.

Town Hall Commission Chambers Flooring project; work began this week and should be finished this weekend.

Annual Street Resurfacing project was approved at the Town Commission meeting on August 1. Prep work will begin on some streets this week with spot patching and crack sealing. Major work on all project streets will begin by September and will be completed by the end of September.

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. Staff performed preventative maintenance and service on equipment.

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. Continued converting lighting to LED fixtures in Town Hall and Police Department.

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 numerous 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.

Continued coordination with the engineer and contractor performing the park project on Old Dixie Highway regarding the utilities' 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, performing start up on the EQ tank this week in anticipation of final close out of this phase of the project. Phase Two of the project is under way, continued 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 has finished drilling Well number 4 and Well number 5, the wells are currently being tested for maximum flow rate and draw down depths for final design of the required pumps. Completion is estimated in August. Upon completion of testing and final pump design, 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 is in process. Estimated completion in the coming months.

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

- Two open positions for Utilities Collection/Distribution Technician I
- Two open positions for Streets/Facilities Maintenance Operator II
- One open position for Staff Assistant to the Utilities Department

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.