

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

August 11, 2022

DEPARTMENT MANAGER'S REPORT (William Lawrence):

This week's shout out goes to the Safety Committee for hosting the Safety Luncheon on Wednesday. Members on the Safety Committee are Tamika DeLee, Julia Harris, Audrey Richards, Robert Chausse, Nancy Brock, Debbie Lopez, Ted Williams, Butch Goodman, Malina Wright and Viki Chandler. Covid Test Kits, First Aid Kits and a great lunch was provided. Thank you!

Department Manager's Meeting was held on Tuesday. We reviewed the next Commission Meeting Agenda. We reviewed the last workshop and discussed compression. See the following individual Manager's reports on their activities they presented at the meeting.

Lady Lake Chamber Meeting was held Wednesday morning. Mike Burske and I attended the monthly Board of Directors meeting. They coordinated their event schedule with Mike Burske for the next several months. The Chamber is looking to offer a fingerprint service at the Welcoming Center soon. The service will be available to businesses that require fingerprinting for background checks.

CLERK'S OFFICE (Nancy Wilson):

A Planning and Zoning meeting was held on Monday and was a longer meeting than most, but the minutes are transcribed, and Jackie has recycled the Board members packets for the Commission meeting that will address the same agenda items on September 7th. The packets are massive, so it was nice to be able to save a tree or two.

We compiled, prepared, and published the agenda packets for the August 15th Commission meeting.

I have temporarily tabled the discussion about changing elections to only occur in even-numbered years pending more information from the Supervisor of Elections. This is a busy time for them, so response time is slow as molasses.

Qualifying is next week so by Friday we will know who will (or will not be) on the ballot.

FINANCE (Pam Winegardner):

The Town of Lady Lake is seeing an upward trend in our return on investments in Florida Prime State board of administration (SBA) and Florida Class (FlClass). SBA's rate for July is 1.80% daily rate and FlClass for July daily rate is 1.3428%.

The Lady Lake Police Pension Local Law Plan investments are through Trustee Salem Trust and managed by AndCo money management group. The Salem Trust funds are invested in Mutual Funds, Fixed Income and Equity with a daily return on investment of 1.52%.

The economy seems to be on an upturn with gas prices going down, but it remains to be seen how inflation will go.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

At their regular meeting on Monday, August 8th, the Planning and Zoning Board considered ordinances for an annexation, a large-scale future land use amendment, and rezoning for a project referenced as the Reserve at Hammock Oaks. The project proposes a mix of single-family residential homes as well as townhomes and will contain 1,116 dwelling units. It is located on both sides of Rolling Acres Road, south of Highway 466 and north of Lake Ella Road. The board voted to advance all three applications to the Town Commission with the recommendation of approval. The Town Commission will consider the ordinances at their meeting on September 7, 2022, at 6 p.m. Staff is currently reviewing the Hammock Oaks Preliminary Plat which received zoning entitlements earlier this year for the same developer as the Reserve at Hammock Oaks.

The building department issued permits for multiple retaining walls in Water Oak this week as part of the Hilltop Expansion Phases on the east end of the development. Revisions to plans for eight buildings for the Enclave, at 871 Highway 466 (Building 100, and Building 300 – 900) were submitted as well. Review of five respondents to a Request for Proposal (RFP) for contracted building inspection and review services for the Town is also underway, with an anticipated awarding of contract to occur in early September with an effective date of October 1, 2022.

Staff is in the final stages of CitizenServe Training for web-based building permitting and code enforcement activities. We hope to provide these services to the public and contractors in the earlier part of the new fiscal year.

This week, staff issued 36 permits and 85 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee):

An interview for Parks and Recreation Operator I is scheduled for today. Human Resources received several applications for current openings. We are in the process of reviewing these applications. Town employees are currently receiving their second wellness day. Open enrollment is live and will end on August 31st.

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. Code Enforcement staff attended user training Wednesday afternoon. Additional training will be scheduled for Code Enforcement next week.

User Acceptance Testing (UAT) is ongoing and scheduled to complete next Thursday.

The final data migration is scheduled to occur in two weeks.

Data wiring upgrades at the Parks and Recreation Administration building and the Public Works Data Center were accomplished this week.

John attended a Lake County broadband feasibility study on Wednesday. Discussion was focused on preparing to compete for anticipated Federal funding opportunities. Many of the area municipal IT Directors and several City officials attended.

The GIS water system field verification project continued this week with Patrick in the field collecting GIS coordinates for various utility assets. The above ground asset collection portion of this project including hydrants, valves, meters, and backflows is near completion.

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):

Our library is the fabric of the community. I think people have the wrong idea of what a library is. Some think all we do all day is read and hush people if they are talking too loudly. That is not even close to what we do. We actually do not have time to read or hush people. We are too busy helping patrons, cataloging new materials and programs, researching, and being the only social interaction for some people, just to name a few. We build such bonds with most of our patrons and care about their well-being. One of my favorite things about being the library director is having an open door where patrons feel so comfortable knocking and coming in. Last Friday, I had five patrons wanting to talk about a favorite book they read or fill me in on their life. I love that our library can give back to the community, and people feel safe here.

This week my shout-out goes to Nancy Brock. Nancy does so much, and this week was extra busy for her. She has been training Dana, one of our new employees, and she had her fiction book discussion this week. She is also part of the Town's safety committee. They had their meeting and organized a catered lunch from Oakwood BBQ for all Town employees. Nancy does all this on top of her regular job duties.

We had two SHINE volunteers come Wednesday to the library to help with Medicare questions. They meet on the 2nd and 4th Wednesday every month from 2pm-4pm. Best Buy's Geek Squad will host its iPhone/iPad class on Friday at 9:30 am. Then early voting starts Thursday, August 11,

at the community building behind the library. Some of the regular groups that use the building reached out to me to see if they could use the library meeting room. We were able to accommodate most of their needs.

Youth has slowed down just a little in the morning since the children return to school. But do not let that fool you because Wednesday's storytime had 27 people in attendance. We had a few new faces come too! Wednesday was the first day back to school for all Lake County students, so we had an ice cream party in the afternoon to celebrate. We had 12 kids stop in with their parents for some yummy ice cream.

I have been busy finishing up staff evaluations for the end of the fiscal year and setting new goals for staff for the upcoming fiscal year. Again, I am extremely lucky to have an outstanding staff that helps make my job just a little easier.

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance that includes mowing, trimming and trash detail. Van is currently working on the electrical, lights and scoreboards at all of our sporting fields. The goal is to have everything working in the next couple of weeks. I will be working with the Town Manager to remove a row of hedges by the upper soccer field. They are now 20 years old and not in the best of health. It will also save us on the labor needed to trim them.

The Little League Open House went well. The Little League President was happy with the results. They are happy with the current registration status and are expecting a good Fall Season. Soccer registration is continuing, and the Town is assisting with advertising for soccer, baseball. Advertising for karate lessons is forthcoming.

The trail project at Snooky Park is doing well. We will be moving a segment of fence by Arlington Avenue to give the neighbor the ability to use their driveway. Their driveway was designed to have them pull on town property and, as we are developing the property, their driveway design is now challenged. By moving the fence, they will be able to use their parking area. I have asked the contractor and the engineers to move the bathrooms over about five feet because there is a Water Oak tree that is right at the corner of the building. It would not fall on the building but could damage the structure if it uprooted. We will be removing a Water Oak tree located on the apron for the bathrooms and the angle to the lean of the tree is right over the building. The tree is already showing rot so the removal will prevent issues down the road. Change order number two will be submitted for this.

I meet with the foreman and the workers on the project almost daily. All in all, except for a couple of grading issues that were easily taken care of the project is going well. I want to thank Butch at

Public Works as he worked with the contractor and engineers to move the tap-in for the water and sewer to West Lady Lake Blvd. It is my understanding that we will see a credit for tapping in at the new location.

I am working on the lease agreement renewals for the different organizations who utilize town property. We are currently collecting insurance information from these organizations. These agreement renewals will be on the second agenda for September. I am finishing up on the Five-Year Capital Improvement Plan. The first investment will be in 2023, so I am holding the document a little longer to add and subtract as needed.

POLICE DEPARTMENT (Chief Robert Tempesta):

The Police Department is ready for the final on-site assessment for re-accreditation. Assessors will be here this upcoming week, August 16—18, 2022, inspecting the Police Department for compliance in many areas. We would like to thank public works for their assistance with maintenance inside and outside of the building during the mock assessment in April and once again prior to the upcoming final inspection.

School is back in session as of August 10, 2022. 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. Please obey the speed limit in the school zone during these times. CSA Michele Herbster-Sloane will be out daily assisting with traffic control.

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 is completed. Travis, Todd, Tanner, and Truman cleared the Commission Chambers prior to work starting, then moved everything back in and dusted after the work was completed. The flooring project went well and looks good.

Annual Street Resurfacing Project, prep work in process, major work will begin by September and will be completed by the end of September.

Prepared and submitted purchase order request for the Town electricians, Dalton and Owens, to upgrade the lighting in the Commission Chambers to dimmable LED lighting as a part of the renovation project.

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 rights-of-way, and tree trimming around Town.

Todd, Travis, Justin, and Jordan dug up and removed tree roots on Loma Paseo Drive in preparation of the street resurfacing project.

Crews repaired street signs, picked up debris, and cleaned storm water inlets prior to and after storm events.

Performed tree trimming on Chula Vista Avenue.

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

Continued working on landscaping at Town Hall, Public Works, and the Library. Truman, Mary, Justin, Travis, and Jordan installed new sod at Town Hall.

Completed work orders at Town facilities. Continued converting lighting to LED fixtures in Town Hall and Police Department. Pressure washed exterior and repaired drywall at the Police Department. Replaced HVAC duct insulation 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 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. Staff receives calls and emails daily regarding potential developments in all parts of the Town.

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, substantial completion letter was issued by the Engineer, punch list items and some pipe replacements are the only items remaining prior to 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 have 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.