

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

By Bill Lawrence, Town Manager

February 23, 2023

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

**This week shout out goes to** Jackie Schilling and Julia Harris for helping at the Farmer's Market on Tuesday supporting Mike Burske and his Parks & Recreation crew.

Bella is the newest addition to our K9 Unit; I had the chance to meet her on Tuesday. Bella was donated to the Lady Lake Police Department and her handler is Officer Josh Higgins. To learn more about Bella see Chief Tempesta's report.

**Water Oaks Golf Club Ribbon Cutting:** Mayor Rietz, Commissioner Freeman, Commissioner Kussard and I attended the ribbon cutting at the \$7,000,000 refurbished Golf Course at Water Oaks Wednesday morning at 10:00 a.m. The event attracted a great crowd of people who are eager to play golf on the new course. It had been closed for several months while being refurbished.

**Commission Meeting on Wednesday Night:** The Lady Lake Police Department was recognized for their participation in raising money by walking in the Alzheimer Awareness campaign. Those who participated were Chief Tempesta, Sgt. Ostrom, Sgt. Bilbrey, Officer Orr, and Jan Miller. Great Job!

## CLERK'S OFFICE (Nancy Wilson):

Jackie is knee deep in updating our Code and Land Development Regulation books. It is a bigger task than one would imagine but she is trudging right along. Many books are out of date or not updated properly. Further, the tracking document is not current because labels have fallen off the books, etc. We will be cutting back on the number of supplements we request each time there's a codification because it is so much more efficient to view Municode online.

Carol has been sitting in on the CitizenServe software training sessions so she will be able to help Lori compile her Special Magistrate packets. Lori has a huge caseload, and the packets currently take a long time to generate so it would be nice if the Clerk's office, who are well versed in agenda packets, could take some of the load off of Code Enforcement.

Ordinance 2023-01 (Town facility rentals) has been modified to reflect the Commission's wishes as agreed to at the February 6<sup>th</sup> meeting and the February 16<sup>th</sup> workshop. The bottom line is that no references will be made in the ordinance to individual groups or organizations; the ones listed have been removed. Anybody wishing to utilize the Community Building or Library at no or reduced cost, will have to present an application to the Commission at a regular meeting. The

Commission will decide on the merits of each application and make the final determination of their "worthiness".

**FINANCE (Pam Winegardner):**

Budgeting is one of the most important activities undertaken by governments. The budget is a plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The budget serves as the primary tool in allocating financial resources to programs and services. This process should involve all stakeholders – elected officials, governmental administrators, employees, citizen groups, and business leaders, and reflect their overall needs and priorities. A budget process that is well integrated with the other activities of the government and involves those stakeholders will lead to a more efficient and accepted government. Specifically, the budget can serve as a policy making tool, a management tool, a financial tool, and a communication tool. The end result should be a balanced budget that has been well planned and communicated among all stakeholders.

A brief description of the budget cycle is as follows:

- Input • Staff gathers information from citizens, taxpayers, and other sources about financial and non-financial priorities.
- Officials meet with staff and convey the goals, objectives, priorities, and concerns that will guide the development of the budget.
- Preparation • Revenues are estimated to determine what financial resources will be available to fund operations.
- Expenditure requests and forecasts are prepared by the Departments. • The chief administrator submits a proposed budget that reflects the community needs and desires to the local government governing body for review.
- Adoption • The governing body reviews the proposed budget. • Changes are made according to the governing body's recommendations and public comments.
- The proposed budget is approved by governing body.
- The budget is adopted.

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

On Wednesday, the Town Commission granted approval of Resolution 2023-101, a variance to allow the removal of 29 viable historic trees in association with the development of the Hammock Oaks Subdivision Phases 1-6. Also approved at the meeting was the Final Plat of Lake Ella Estates

Phase 1, a development of 80 single-family residential lots lying just east of Green Key Village on the north side of Lake Ella Road.

The Growth Management Department is currently processing the Boulevard Oaks Preliminary Plat application; the development proposes 160 homes located on County Road 25 a half-mile north of Marion County Road. In addition, Hammock Oaks Phases 1A-1C are also being processed for review of the improvement plans; that is the site work associated with the extension of water and sewer utility, as well as the roadways and stormwater infrastructure. Phase 1A consists of 147 single-family residential lots; phase 1B consists of 114 Townhomes; and Phase 1C consists of 54 single-family residential lots. The Lady Lake Luxury Apartments Site Plan is also being reviewed which proposes 330 multi-family units located on property on South Highway 27/441 just north of the Village Veranda Assisted Living Center.

The Building Department issued building plans for the Community Pool for Water Oak in the Hilltop Expansion section located at 409 Fowler Lane. The certificate of occupancy was also issued this week for the clubhouse and pool for Recreation Plantation located at 320 North Clay Avenue.

This week, staff issued 38 permits and 73 inspections were conducted in the field; so far this month we have had 48 permits and 51 payments made through the CitizenServe portal.

#### **HUMAN RESOURCES (Tamika DeLee):**

Lake-Sumter Society for Human Resources Management held their monthly workshop this past Wednesday. The guest speaker was Kim Eckleberger who is the founder of Tropical Benefits in Tampa, Fl. Her presentation was on "TIPS process to give HR the time and confidence to stay strategic." Florida Blue will present the next Wellness Program on Wednesday, March 1, 2023; the March topic is "Allergies, Asthma, and Sinus Conditions." Employees earn 10 points for attending the presentation.

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

Shout out to Andy and Kathy Learn (Finance) this week. They worked diligently for many weeks with a developer from vendor Central Square to resolve a difficult integration issue. Received confirmation this morning that the problem has finally been resolved.

John and Patrick met with vendor GIS, Inc. on Tuesday to begin implementation of an improvement to our new GIS infrastructure. This effort should be completed next Monday.

John, Leon, and Pam (Finance) met with consultant GFOA to finalize the ERP Project Charter, and to identify the project team leads. We anticipate that efforts to review and update the "as-is" and "to-be" business process maps and project requirements will begin soon.

John and Leon met with Lori and Denise (Code Enforcement) and Carol (Clerk's Office) to continue collaboration on Special Magistrate packet production process optimization efforts. We are working together this week to prepare the packet for the upcoming meeting.

The new test and evaluation equipment was received this week from an alternative wireless service provider. Andy and Leon are preparing this equipment to be deployed to staff.

John worked with vendor Blue Automation on Wednesday to prepare a test 900MHz system that will provide the ability for staff to evaluate necessary changes to our Utility network in a non-production environment.

John and Patrick are scheduled to meet with CT (Public Works) and vendor Magellan Advisors this afternoon to begin the data gathering element (milestone 2 of 9) of the FiberWAN Design and Engineering project.

John is scheduled to meet with auditor CRI this afternoon to discuss the evidence collection plan for IT controls evaluation.

Staff anticipate the completion of construction efforts to provide a new broadband Internet service to the Parks and Recreation administration building tomorrow morning.

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):**

It may be a short four-day week at the library since we were closed for Presidents Day on Monday, but the library was extra busy on Tuesday; the door count was over 1100, and 626 patrons checked out materials on Tuesday. Sam Williams has taken on herself to comb through the audio-visual section and move materials around, giving us more shelf space to add more DVDs and audiobooks. This project is still underway, and we have received great patron feedback. Lynn Martin is getting her St. Patrick's Day craft kits ready. She has come up with this adorable felt leprechaun that even comes with an orange beard. I'm sure they will be scooped up quickly once she puts them out. Thank you to The Lady Lake Library Friends group for paying for all the materials for this craft and all the crafts supplies for adults and children.

Yesterday, Storytime had 27 children and 24 adults. The theme was ladybugs. Children and parents listened to stories, sang songs, and made a ladybug craft. Storytime is an essential skill that teaches children preliteracy skills when we read, sing, talk and play together.

Do you know about our library dog Scarlett? Scarlett is a service dog who comes in every Wednesday from 3pm-4pm with her handler Laurie. Children can read to Scarlett and give her a special treat too.

Please check out our Library's Facebook page, [www.facebook.com/lakelakelibrary225](https://www.facebook.com/lakelakelibrary225), to see all the programs in the Library.

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

The Parks and Recreation Maintenance Staff have been performing the daily duties associated with the parks. Sam, Scott and Brad have been working at the Rolling Acres Sports Complex to prepare for opening day of soccer. Vicky has been working with the weeds at the Log Cabin and Heritage Park. Van has been trying to track down an elusive irrigation part for the Guava Street Athletic Complex.

The Farmers Market did well this week with 23 vendors. That is two more than we had the week before. In keeping an eye on traffic for the Farmers Market, it is never really ideal. Traffic is slower in the morning and backs up in the afternoon. We have put right turn only signs up when leaving the parking lot. We are seeing most patrons obey the signs. My staff and I navigate this route several times per day. If you make a right turn, then you are ok. A left turn is not ideal and will back up traffic. It by far is not the worst situation that we have in Town.

The Commission heard a presentation about the possible development of the Mayfield Property just West of where the bridge once stood at 400 N Hwy 27/441 in Lady Lake. About ten years ago I constructed sidewalks along Clay Ave. On the North end of Clay Ave, the sidewalk ends abruptly as we did not have R.O.W. to connect it to the school. As the funding mechanism for the sidewalks was the Safe Routes to School Grant, my goal was to one day connect the neighborhood to the school. WE NOW HAVE THE OPPORTUNITY!!!! During the site plan process, we need to establish a developer's agreement for them to donate the ROW and the sidewalks to connect Clay Ave to the Cull de sac on Benchmark Property. This will put us at the back gate of the school and will be a great benefit to the apartments!! We have one chance, and it is now. This will give many school children the ability to safely walk to school.

We have the Museum Yard Sale this Sat. Brad and Scott will be coming in at 6:30AM to assist. We have Opening Day for Soccer this Saturday. Van, the Mayor and I will be here Saturday Morning to assist the Lady Lake Soccer Association.

After we get the Leagues up and going, my crew will resume working on the deck around the Museum. Once this has been completed, I will put the building out to bid for paint. It would be irresponsible to do it before it is finished. My crew has been working on the deck over the last couple of years to restore any rotted wood. They have done a lot of reconstruction and saved the Town a lot of money in not needing to hire a contractor.

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

Officer Johnathan Rivera starts on Monday, February 27, 2023, as a full-time police officer. He will begin in orientation week and then the 12-week Field Training program the following week.

The Police Department currently has four openings for full-time Police Officer positions. The opening for the position of Lieutenant has been advertised for potential qualified candidates to apply. Please visit <https://www.ladylake.org/departments/human-resources/> for more information on job opportunities with the Police Department. Interested applicants can obtain an employment application by contacting the Human Resource department. Please submit all applications to Tamika DeLee in Human Resources.

The Lady Lake Police Department was fortunate to receive a donation for the K9 unit. William and Trina Daniel donated a 3-year-old German Shepherd named Bella Rae. She is with K9 Officer Josh Higgins to bond with him. And be assessed to see if she has the qualities to work as a narcotics and tracking K9 for the Police Department. If Bella is certified, she will be introduced as the newest K9 for the Police Department. K9 Lux will be retired at an upcoming commission meeting.

The Police Department held quarterly in-service training this week for all officers. The mandatory training topics consisted of First Aid/CPR/Narcan refresher training and Taser recertification.

#### **PUBLIC WORKS/UTILITIES DEPARTMENTS (C.T. Eagle, Director)**

##### **Maintenance Department (Ted Williams, Supervisor),**

Performed driveway apron inspections, performed project plan reviews, and coordinated with residents on concerns.

Surplus vehicles, equipment, and other items auction is ending soon. Link to auction site can be found here: <https://www.ggauctionsonline.net/Public/Auction/All>

##### **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 patching road cuts around Town.

Continued removing and replacing cracked sidewalk segments on Old Dixie Hwy. Concrete mix has been in short supply lately due to supply chain issues but crews are working their way through it to get the sidewalk repairs completed.

Continued replacing street signs throughout the Town.

##### **Facilities Maintenance (Truman Henson, Lead Operator and Tanner Edwards, Operator II):**

Staff completed multiple work orders at Town facilities.

Continued performing mowing and landscaping activities at Town Hall, Public Works, and the Library.

**Motor Pool (Joe Grubb, Lead Mechanic and Billy Kohler, Mechanic):**

Staff continued service and repair of the Town's fleet and equipment.

Joe, the Lead Mechanic, has decided to retire early. His last day is March 2nd, he has been with the Town for almost 15 years, we wish him nothing but the best and thank him for his years of service to the Town of Lady Lake.

**Utilities — Water and Sewer (Thomas "Butch" Goodman, Supervisor):**

Completed Utilities Availability Requests from prospective developers, project plan reviews, Certificate of Occupancy close out requests, purchase orders, and work orders.

Future potential development projects coordination is ongoing with the Growth Management Department. Projects including, Rolling Acres Reserve Apartments, Boulevard Oaks Subdivision, Getting's RV Storage, Lake Ella Estates phase one final plat, and 2 phases of the Hammock Oaks Development.

Completed Monthly Operating Reports and submitted to the regulatory agencies.

**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.

Completed service line valve replacements at Oak Leaf Apartments, notified customers of the planned outage and distributed boil water notices.

Completed numerous dig ticket location requests.

Performed weekly testing of emergency equipment and generators.

Completed re-reads, work orders, distributed cut off notice door hangers, and performed service line repairs.

**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 Two of the Wastewater Treatment Plant Modifications Project is in process and is on schedule, the estimated completion date is late Spring 2024. The contractor continued working on underground utilities construction and backfilling the new tank pad site.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project documents and design were approved by the Town Commission for bid advertising consideration. Bid opening date will be 2:00 PM, March 28th at Town Hall. The bids will be reviewed and brought back to Town Commission for award consideration.

**Administration:**

Public Works currently has multiple job openings currently. 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 the website.