

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

May 18, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

No Report this week.

CLERK'S OFFICE (Nancy Wilson):

There was a lot of activity this week surrounding the Tree Raffle. Thanks go to Commissioner Kussard for getting the word out to her zone winners. Everybody has been contacted and nine very happy people have picked up their cards. It went more smoothly this year because of some new guidelines put in place, the main one being that people had to submit their own entry forms instead of one person filling out all the forms for those in her neighborhood. This year there was a record number of entries at 105.

MCCi made another trip to pick up public records to be scanned for permanent storage. The process of preparing records did not go as smoothly as I had hoped this time so I will be making a few changes to speed up the process. Also, Becky Higgins from Growth Management will be helping us with the next batch of records. Her knowledge of the records from her department will be a huge help.

Mike and I prepared the bid and advertisement for the Train Depot painting project. The ad is going on Demandstar today and will run in the Lake Sentinel on Sunday. Two bids from each submitter are due on July 6th – one bid is for painting the buildings the same colors they are currently, and the second bid is for painting the buildings the same colors except for the Train Depot and Bathhouse which would be painted Atlantic Coast/CSX colors of silver/grey with purple trim. I imagine the second bid will be much costlier.

The Enterprise Resource Planning Software Request for Proposals was placed on Demandstar this week with a due date of June 29th. This software will be used mostly by the finance department.

Jackie finished her months-long project of updating all Code of Ordinances and Land Development Regulations books. For those who want to use the hard copy manuals instead of going online, future supplements will be added to their books by the Clerk's office, so we do not get into the mess again of having really outdated books.

I had the privilege of swearing in interim Police Chief Hunt. He is a really upstanding guy!

COMMUNICATIONS (Elisha Pappacoda):

This week, I attended the Lake County League of Cities Luncheon with Commissioner Freeman, the Arbor Day Tree Raffle, the Special Commission Meeting and Commission Meeting, The Villages Veterans Memorial Park Peace Officers Memorial Day Ceremony, and the Leesburg Rotary Club's Service Above Self Awards Ceremony, where Lady Lake Police Sgt. Sarakinis was honored. Congratulations, Sgt. Sarakinis!

I issued two press releases, one on Sgt. Sarakinis' award and the other on Coffee with a Cop, which will be held on Monday, May 22 at 9 a.m. at McDonald's. Both stories were picked up by local media and received positive feedback. Additionally, the Town received several media requests on more in-depth news pieces.

Mike and I have been working together to create promotional collateral such as press releases, social media graphics and safety messaging for the July 1 fireworks celebration. The goal is to create key messages and a consistent look for all elements to build a quality public relations campaign.

Nancy and I tested PowerPoint's real-time, live captioning in the Commission Chambers and found it to be accurate and intuitive. PowerPoint transcribes the speaker's words as they present and displays them on-screen as captions. This can help accommodate individuals who may have difficulty hearing and can make our public meetings more accessible.

FINANCE (Pam Winegardner):

Nothing to report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The growth management department received an application for the Improvement Plans for Hammock Oaks Phase 2A. Phase 2A includes 45 single-family lots, including 1,238 linear feet of proposed roadway. Once the improvement plan has received a satisfactory review by staff, the total number of lots approved thus far in Hammock Oaks will equal 360. Final plats for all phases of the development will still need to be submitted and approved by the Town Commission prior to the commencement of construction for any townhomes or single-family residential units.

A minor modification was approved for the Van Patten House golf cart parking area which will provide eight covered and gated golf cart parking spaces for the residents of the apartment units. Staff is completing the initial review for the Reserve at Hammock Oaks Preliminary Plat located between Cherry Lake Road and Rolling Acres Road, lying south of Highway 466, as well as and the Boulevard Oaks Improvement Plat on CR 25/Teague Trail lying north of Marion County Road. On Monday, the Town Commission granted a variance for the removal of three Historic Trees for Lady Lake Luxury Apartments located at 925 South Highway 27/441.

The building department approved plans for the construction of an outside bar area addition to the Coastal Del Mar restaurant located at 990 Del Mar Drive. Also received this week were demolition plans for the vacated Earth Fare space at 655 North Highway 27/441. Earlier this week it was announced that a PGA Golf Tour superstore will be occupying the area following the completion of interior renovations.

Staff issued 55 permits and 93 inspections were conducted in the field. The building department has processed 311 building permits through the CitizenServe portal since the January 17th launch, with 62 of those occurring this month. Also, 330 payments have been received through the CitizenServe portal since the January 17th launch, with 73 occurrences this month.

HUMAN RESOURCES (Tamika DeLee):

On Monday, May 15th an interview was conducted for the mechanic position. A conditional offer has been made. Two interviews were conducted this past Wednesday, May 17th for the police officer position. Conditional offers have been accepted for Evidence and Property Custodian (part-time) and Security Analyst positions. The safety committee met this past Wednesday to review and vote on incidents. They are currently planning an upcoming safety fair. The Human Resources quote for the week is, "True leadership isn't about having an idea. It's about having an idea and recruiting other people to execute this vision." — Leila Janah

INFORMATION TECHNOLOGY (John Pearl):

Monday morning vendor MCCi met with Nancy and Leon to collect 46 boxes of commercial building permits from our document warehouse location. Approximately 200 boxes remain to be prepared to be sent offsite to be scanned into our document management system.

Monday evening the Commission approved the readvertisement of a Requests for Proposals (RFP) for Enterprise Resource Planning (ERP) software. A vendor pre-submittal conference call is scheduled for Thursday, June 1. The RFP proposal deadline is Thursday, June 29.

Tuesday evening, we received notification that a cybersecurity grant that we applied for earlier this year had been selected. The grant award will provide access to new cybersecurity capabilities. The agreement has been forwarded to Derek for legal review.

Wednesday morning Patrick demonstrated a GIS street assessment application he developed for Public Works staff using data recently provided by our Pavement Management vendor FirstStep. The application provides an intuitive user interface including a total of 7,554 features, 12 different points of interest types, and five different grades.

Wednesday afternoon Andy, Leon and John met with AT&T FirstNet to review the mobile phone migration plan for staff. Phase 1 for Public Works and Police staff will begin next week.

Wednesday afternoon John and Patrick met with Magellan Advisors to review the current FiberWAN Design and Engineering project status. The onsite fielding and survey work effort (milestone 5 of 9) has been scheduled to begin the week of June 12. The low-level design effort (milestone 6 of 9) is in progress.

Wednesday afternoon Leon and John met with Growth Management staff (Thad, Wendy, Becky, and Malina) to begin planning for the Planning and Zoning phase of the community development software implementation. A meeting with vendor Citizenserve is scheduled for Wednesday, May 31.

LIBRARY SERVICES (Aly Herman):

Snowbird season may be slowing down elsewhere, but our door count shows we are still busy. In April, we had 13,639 people enter our library. In April 2022, we had 11,827, which is a 15% increase. April 2022, we had 14,149 total registered patrons, and this April, we have 15,179, which is an 8% increase.

Shout-out this week goes to Lisa Woolf. Lisa has been going above and beyond and helping with extra duties, being short-staffed this week. Lisa has been working on an ongoing project of adding genre stickers to books. This will make it easier for patrons to identify them. Thanks, Lisa!

Ruth had her monthly Author's Round Table meeting on Wednesday and had 8 in attendance.

Summer Reading 2023 is here! We started sign-ups on Monday. See Ms. Nicole and Ms. Kourtney at the youth library for more information. Here are the attendance numbers for our children's events we have had this last week.

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Baby Storytime 5/12	7
Video Games 5/12	32
Tiny Toys 5/16	20
Family Crafts 5/16	6
Storytime 5/17	50
Reading with Scarlett 5/17	15

Library's Facebook page, www.facebook.com/lakelakelibrary225

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Maintenance Staff have been performing the daily duties associated with the parks. Brad and Vicky have performed weekly maintenance along with Sam and Scott. Vicky has been working on the sports fields. Summer is the time when we have to prepare them for Fall and give them back to the leagues.

The Town Departments associated with the fireworks events met after the last staff meeting and we have a comprehensive plan in place for traffic at predicted high-traffic intersections. I am currently in the process of putting the finishing touches to my event S.O.P. As this is a first-year event, it will be a document in transition till after the show but will be applicable for set-up. We had a meeting with Public Works, Police Department, Parks Recreation, and Zambelli Fireworks at the launch site. Zambelli Fireworks stated that this is one of the better sites that they have to work with. It was also stated by the company that 99% of their shows are over land and not water. We far exceed the 600-foot diameter needed for the show and most of the property is fenced off with barbed wire. We are coordinating with the company on security for the day of the event and that evening. We are in the finishing stages of putting the Guava Street Athletic Complex activities together. I met with Elisha to drive the viewing routes and she has compiled a diagram to advertise where the public viewing areas are going to be. June 1st is when we will hit the advertising hard- and put-up banners and pass out flyers.

We will be holding the Snooky Park Ribbon Cutting on June 29th at 10AM. This will be a simple event to commemorate the opening of the park. Invitations have begun to go out.

I worked with Nancy Wilson, Town Clerk this week and the Train Depot Painting Project is going out to bid early next week. We are hoping for a good response for the project. As asked by the Commission, we are putting out a scope "A" and a scope "B" for the different painting services.

The budget is going well. I have three new positions in my budget. Parks and Recreation will be creating the Operator III position. As I have a small department, we need to give staff the opportunity to advance. This will assist in the retention of staff. About half the staff that we lose go to Public Works due to the ability to advance. The Department will have a few capital requests this year

POLICE DEPARTMENT (Deputy Chief Jason Brough):

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 Resources department. Please submit all applications to Tamika DeLee in Human Resources.

In the event that the police are needed to respond to any service call, please contact dispatch at the non-emergency number 352-343-2101 or 911 for emergencies. The police officers on duty will be notified for a faster response and the call is logged into the system for record purposes.

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

Administration (C.T. Eagle, Director and Peggy Smith, Administrative Assistant to Director)

CT is taking Interim Police Chief Steve Hunt on a tour of the Town's facilities, roadways, and projects Thursday to familiarize him with all the big things happening here in our once little small Town.

Public Works still has job openings, please see the Town's website, or contact Human Resources for more information.

A 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.

Maintenance Department (Ted Williams, Supervisor),

Met with CT, Mike Burske, Interim Chief Steve Hunt, Deputy Chief Brough, Van Kao, and Ernie Simmons (Fireworks Contractor) to plan staging of the Fireworks Event on July 1st.

Assisted with the completion of the Annual AXA XL-Environmental Insurance Submittal Report in coordination with the HR Director and other departmental staff.

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

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, tree trimming, and patching road cuts.

Completed the installation of the new LED Lighted Stop Signs at the intersection of Rio Grande Ave and Del Mar Drive. The new signs were installed to enhance driver visibility and awareness. This is the first installation of this type in the Town and will be used as a pilot test for future installations at other high-trafficked intersections if successful.

Crews continued removing and replacing segments of sidewalks on Old Dixie Highway.

Repaired a stormwater washout area on W McClendon Street.

Facilities Maintenance (Truman Henson, Lead Operator, Tanner Edwards, Operator II, and Phillip Perna, Operator I):

Staff completed multiple work orders at Town facilities. Repaired lighting and water leak in the Police Department, repaired a door in the Library and repaired a fuel dispenser hose at the Fuel Depot behind Town Hall.

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

Continued work repairing and refurbishing the public restrooms at the Guava Street ballfields. Repaired leaking toilet and installed an automatic flush this week.

Motor Pool (Billy Kohler, Lead Mechanic):

Billy continued servicing and repairing the Town's fleet and equipment.

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

Assisted with the completion of the Annual AXA XL-Environmental Insurance Submittal Report in coordination with the HR Director and other departmental staff.

Completed Utilities Availability Requests from prospective developers, project plan reviews, Certificate of Occupancy close out requests, purchase orders, Monthly Operating Reports for the regulatory agencies, review of Right of Way Utilization Permits, and work orders.

Future potential and already approved 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. The contractor has completed the relocation of 1000 feet of main water line between CR 25 and Fennell Blvd. Staff coordinated pressure and Bac-tee testing with the contractor for line clearance with FDEP. The new line is now in service.

Completed numerous 811 dig ticket location requests and coordinated for GIS mapping.

Performed weekly testing of emergency equipment and generators.

Completed meter readings, meter re-reads, work orders, distributed cut-off notice door hangers, service disconnects for nonpayment, re-connects, 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)

Collected and submitted samples for the water triannual tests and wastewater annual tests required by the regulatory agencies.

Phase Two of the Wastewater Treatment Plant Modifications Project is in process and is on schedule, the estimated completion date is late Spring 2024.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project. Notice to proceed has been issued, a pre-construction meeting scheduled for May 30th with Town staff, the engineer and the contractor, a project timeline will be passed along once received by staff.