

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

April 29, 2021

Department Heads' meeting was held Tuesday, April 27, 2021. Most of the topics are covered by each department in this report.

Wastewater Treatment Plant Pre-Bid meeting for the surge tank was held on-site Tuesday morning. I met with Jason Shepler and Greg Landry from Mittauer & Associates. I have worked with Greg and Joe Mittauer in the past and look forward to working with them again in the future.

Auditor's Meeting: Thad, C.T., Pam, and I met with Chet Ross of Schumacker, Johnston & Ross PA, who gave the financial history of Lady Lake, and reviewed the current and future audit report. Chet's input and great group discussion on the current issues were greatly appreciated.

A Special Shout Out to Lori Crain. See Thad Carroll's report.

Arbor Day Celebration was held Thursday morning at Heritage Park. Mike Burske and his staff did a great job with the preparation of Heritage Park. I had a chance to meet some great people at this event that was well attended by staff.

CLERK'S OFFICE (Nancy Slaton):

Staff in the Clerk's Office will complete training on the operation and programming functions of our new LED marquis sign at Town Hall this afternoon. Parks and Recreation Director Mike Burske took the lead in having our sign replaced, and I.T. Director John Pearl coordinated training on its functions. We are looking forward to posting notices and events again for the community. Thanks, Mike and John!

As a result of discussion at this week's department head meeting with our Town Manager, I began drafting revisions/updates to the Town's Procurement Manual implementing recommendations by the Town Manager and other department heads. Research on the purchasing policies of other local municipalities of similar size and budget was also performed for comparison. When completed, the revised and updated Procurement Manual will be brought before the Commission for approval; most likely in early June.

The Clerk's Office turned its proposed budget in to Finance yesterday. Our I.T. Director will be sharing out the costs associated with the implementation of our new community development and Laserfiche software (associated yearly fees and licensing), so expect some increases in these areas...

FINANCE DEPARTMENT (Pam Winegardner):

Independent Auditor, Chet Ross with Shumacker, Johnston & Ross, PA, met with the Town Manager, Growth Management Director, and , the Finance Director for the Annual Audit report to management. The audit was reported as going well with no management comments.

A follow-up meeting which included the auditor, the above management, and the Public Works Director, covered the background history of the waste water plant and the need to increase its capacity. Sources of funding for the estimated \$12,000,000 project was also discussed. Chet will be meeting with Lady Lake Commission on May 3rd at 5:45 p.m. to report and give recommendations.

Budgets are coming in with good dialog between Finance and the Department Heads. Finance is working on reviewing the capital assets, personnel forms, and operating budgets for any required detail to help smooth the budget process.

Payroll week went smoothly, with next week being the Town's accounts payable week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

A certificate of completion was issued this week for the build-out of 769 Highway 466 in the Summit Medical Plaza, this will be the new office of the Sterling Medical Group. Also, a certificate of occupancy (CO) was issued for 586 North Highway 27/441; this was once the Five Guys restaurant location. This unit will soon be occupied by Optical Outlets.

The Growth Management Department is beginning to receive comments from state agencies for the Evaluation and Appraisal Review (EAR) based amendments that were transmitted to the Department of Economic Opportunity (DEO) last week. So far, the Florida Department of Transportation has indicated they have no objections. Again, we anticipate the final adoption of the amendments to occur in September.

I continue to be impressed with all the effort that staff has been putting into the CitizenServe implementation project. The dialogue in the weekly meetings has been very constructive, and the forms are starting to approach a point where we can really tell the interface will be much easier to navigate than our current system. Lori Crain, our Code Enforcement Officer, was given specific praise from the consultants this week who stated, "The implementation of code

enforcement could not have gone more quickly or painlessly (at least from our perspective) – it's due to your hard work and immediate turnaround and responsiveness. You have been a dream to work with.”

The building department issued 51 permits over the last week, and 64 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee):

The Town Clerk candidates' reference background checks are completed. The candidates' criminal background checks have been submitted and we are currently waiting for the results. All vacant positions will be a feature in the Daily Commercial newspaper this upcoming week.

INFORMATION TECHNOLOGY (John Pearl):

The Community Development and Document Management software implementation projects continued this week with multiple staff and vendor meetings focused on application configuration. The initial version of the Community Development Geographic Information System (GIS) system integration service was provided to Citizenseve. The payment service integration effort will begin soon.

The Enterprise Resource Planning (ERP) Selection Committee met in anticipation of the publishing of the Request for Proposals (RFP) next week. The final version of the RFP, the selection process schedule, and staff time commitments were reviewed.

The construction of the final phase of the Skyline Drive fiber optic conduit installation was substantially completed this week.

The annual hardware lifecycle effort for the Police department was completed. Patrol officers with Mobile Data Terminals (MDT) scheduled to be replaced have received their new equipment.

Network security infrastructure projects continued this week.

Staff is attending training on the operation of the new digital sign in front of Town Hall.

Staff continued to work on Fiscal Year 2022 budget preparation; attending many vendor meetings this week.

LIBRARY SERVICES (Lori Sadler):

The library is safely beginning to blend virtual and in-person programs into the daily schedule. The youth department is preparing to transition to more in-person programming. Preschool and baby story times are both being added. Nicole and Kourtney are getting

information out to all of the patrons for the variety of new activities planned for the upcoming week, including gaming for tween and teens, and a "May the 4th Be With You" Star Wars Day.

Ruth held her inaugural "Authors' Roundtable" writers' group meeting and was very excited about the participation from those in attendance. One of the groups returning to the library as a venue for their workshops is Coping with Dementia, LLC, which was formed in 2014 by certified dementia practitioner, Debbie Selsavage. To help raise awareness, Aly has arranged for the group to showcase a thought-provoking display of 11x16 canvas prints of famous people who have suffered from any form of dementia. The library plans to host this wonderful display starting in June.

As the countywide quarantine on returned materials is coming to an end, we have started to reserve our study rooms for some of the groups who have previously met at the library on a regularly scheduled basis. They are excited to be back in the library.

Lynn, the Community Building coordinator, is planning for the management and maintenance of the Community Building as it is reaching the final stages of the renovation project. LeeAnn has done a beautiful job of bringing the original dedication plaque from 1981 back to life. Ideas and plans are coming together for an open house to allow everyone to appreciate all of the hard work that has gone into the renovation.

PARKS & RECREATION (Mike Burske):

The Parks and Recreation Department has now completed the landscaping at the Community Building. We then moved to Heritage Park and worked on mulching and the seasonal removal of leaves. The park is taking on a nice appearance. In addition, we mowed, trimmed and cleaned the parks as necessary.

I met with Cottom's A-1 Sod to work with the placement of the sod for the Community Building Project.

The Parks and Recreation Director has been working on finishing the Parks and Recreation budget and has already submitted it to Finance.

The last project was to finish preparations for the Town's Annual Arbor Day Celebration to be held in a couple of hours at Heritage Park. I anticipate that it will be a good event.

POLICE DEPARTMENT (Deputy Chief Jason Brough):

The Lady Lake Police Department will continue with the traffic enforcement/work zone awareness campaign along the U.S. Hwy 27/441 Construction Zone. The traffic message board will be moved to face northbound traffic with the message "Work Zone / Slow Down for

Construction". Lady Lake Officers will continue to concentrate on speed enforcement, improper lane changes, distracted driving, and texting while driving. Our goal is to keep the workers and the motoring public safe.

Additionally, the Lady Lake Police Department will be conducting Annual Vehicle Operations Training at the Lake Tech Institute of Public Safety. All department members that operate Town vehicles will attend this annual training. This training will include a review of traffic laws, as well as department policies, and members will have hands-on training so they know how they and their vehicle will react in certain situations.

PUBLIC WORKS (C.T. Eagle):

Maintenance:

Community Building Renovation Project: Countertops installed, sink installed, interior painting completed, staff performing window tinting and other finishing items. Preparing everything for final inspections.

Utilities — Water and Sewer:

Coordinated with Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project. Continued and ongoing throughout the project. This week staff assisted in locating main water lines with the contractor to keep the project moving forward.

Received new portable emergency generator this week.

The pre-bid meeting was held at Public Works for Phase One of the Wastewater Treatment Plant Modification project this week. There was a good turnout of contractors. The bid opening will occur on May 6th.

Administration:

Caroline Avenue/Taylor Property acquisition for right of way; surveyors performing boundary survey this month.

Budget preparation has been a main priority this week for all office staff.