

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

**By Bill Lawrence, Town Manager**

**July 14, 2021**

**Vacation:** I will be on vacation from July 12<sup>th</sup> through July 19<sup>th</sup>, and back to work on July 20<sup>th</sup>. Thad Carroll will be filling in for me.

## **CLERK'S OFFICE (Nancy Slaton):**

It has been a busy week in the Clerk's Office. We continue to process business tax receipt renewals that are coming in since our mailing on July 1<sup>st</sup>, as well as new business tax receipt applications. Agendas and packets for the Special (Conceptual) Commission and the regular Commission meetings scheduled for Monday, July 19<sup>th</sup>, have been prepared and distributed. Carol demonstrated the process for our new Deputy Town Clerk, Nancy, and she is participating more in the day to day tasks, as well as continuing to review our files. Clerk's Office staff is preparing for the upcoming qualifying period for the office of Town Commissioner for Wards One, Three, and Five, and has qualifying packets prepared. A draft ordinance for a Charter amendment in regard to the election portion of the Charter has been prepared for review by our Town Attorney, for possible inclusion on this year's ballot as a referendum.

## **FINANCE DEPARTMENT (Pam Winegardner)**

The Town of Lady Lake has still not received any funds at this time from the American Rescue Plan Act of 2021 (ARPA). An email was received from the Local Recovery Fund Group (LFRF) on July 12<sup>th</sup> that stated we will be asked to fill out a "funding agreement" which will be presented to Commission for authorization to sign with our funds forthcoming. To date, we have not received the funding agreement.

Budget is being finished this week and the vote on the July 19<sup>th</sup> agenda items under Consent will confirm that the budget will move forward as completed to be presented to the Commissioners at the July 26<sup>th</sup> workshop. If there is a change made during the July 19<sup>th</sup> Commission meeting, the budget will be adjusted accordingly, and when final, will be forwarded to our Commissioners for review.

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

The Ye Olde Thrift Shoppe is nearing completion with parking lot paving and the driveway connection to Old Dixie Highway set to occur in the coming days. Construction continues at Lake Ella Estates, as well as on Outparcel 4 and Earth Fare within the Lady Lake Commons Shopping Center. Big Dan's Car Wash has yet to begin any vertical construction on South Highway 27/441.

The Growth Management Department will be presenting two commercial projects at the conceptual workshop meeting on Monday evening, July 19, 2021; one on Highway 466 and one on Highway 27/441. A residential project on County Road 25 will also be presented for recommendations from the Town Commission at the same meeting. The applicants will be seeking a consensus on how to proceed with these projects as a result of the discussion. Nothing will be formerly approved or denied as a result of the meeting. The department also held meetings with Water Oak Estates representatives for various projects within the park, and anticipates receipt of plans for the projects in the coming weeks.

The building department released the permit for the Chipotle Restaurant (shell permit) this week, as well as the permit for the Taco Bell remodel.

The building department issued 38 permits over the last week, and 46 inspections were conducted in the field.

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

Multiple on-going network security infrastructure projects continue.

The community development and document management software implementation projects continue with multiple staff and vendor meetings focused on application configuration and integration.

The Enterprise Resource Planning (ERP) Selection Committee are preparing for multiple weeks of vendor product demonstrations. Each vendor demonstration will be scripted and is expected to last two days. The first demonstration is scheduled to begin on July 19th.

The GIS water system field verification project continues with Water Utility and I.T. staff in the field collecting GIS coordinates for various utility assets.

#### **LIBRARY SERVICES (Lori Sadler):**

SHINE (Serving Health Insurance Needs of Elders) has returned to provide services at the library. SHINE is a free program offered by the Florida Department of Elder Affairs. Specially trained volunteers assist with Medicare, Medicaid, and health insurance questions by providing one-on-one counseling and information. SHINE provides free and unbiased health insurance counseling through a dedicated network of volunteers, empowering Florida seniors to make informed health care choices. SHINE counselors are available at the library on the second and fourth Wednesdays of each month from 2 p.m. to 4 p.m.

The Youth Department has only two weeks of the Summer Reading Program remaining. Wow, where has the summer gone! We have had such a great response from our patrons! During this month, the children are able to do a Pokémon hide and seek, and they have really been enjoying it, especially on rainy days when they cannot go to the park. The Pokémon are hidden all over the

library, so they have a chance to visit not only the youth section, but the adult side and also the bookstore.

### **PARKS AND RECREATION DEPARTMENT (Mike Burske)**

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. A majority of the maintenance crew has been installing the two shade structures for Hicks field at the Guava baseball fields.

The Parks and Recreation Director represented the Town at the Lady Lake Soccer Association board meeting on Monday evening. The concession stand at Rolling Acres had been struck by lightning causing damage to an icemaker, refrigerator, soda refrigerator, and multiple security lights outside. I am in the process of getting prices to fix the damage.

Tuesday brought a call from the neighbors at Heritage Park informing me that a branch had come down and was brushing against the gazebo. Upon inspection, I found a huge branch had come down from a Live Oak, crushing a decorative light fixture, a fence at the Butterfly Garden, and part of the gazebo. It took approximately five hours for an independent contractor to take down and remove the large branch from the premises.

I spoke to Neel Schaffer Engineering today and we will be meeting with various departments to try and get the design of the park at Old Dixie Highway finished. I predict the meeting will take place next week.

The Community Building is currently being rented. We are hoping to get the code program installed so we can give patrons an independent code to access the building. As of now, we are up and going. I look to have a grand opening around September when people return from their summer destinations. At this point, Julia and I are just trying to get a feel for how to manage the facility.

### **POLICE DEPARTMENT (Chief Rob Tempesta)**

**Public Safety: "2021 Operation Southern Shield":** Beginning July 19, 2021, state and local law enforcement agencies in Alabama, Florida, Georgia, South Carolina, and Tennessee will join forces for a week long high visibility enforcement and awareness campaign to reduce fatalities and serious injuries by getting motorists to obey speed limits on roadways from local to interstate highways. This initiative is called "Operation Southern Shield" and will run from July 19th through July 24, 2021.

The Lady Lake Police Department reminds you to be careful out on the roadways at all times, but especially now on US Hwy 27/441. We are in both Florida's rainy and hurricane seasons, coupled with the major on-going construction. Please be observant and courteous to avoid a traffic crash. Please slow down and move over for emergency vehicles.

**Training:** The Lady Lake Police Department is conducting quarterly In-Service Training next week for all officers.

**PUBLIC WORKS/UTILITIES DEPARTMENTS (C.T. Eagle):**

**Maintenance:**

**Streets:**

Staff continued inspection of the new stormwater infrastructure being installed at Lake Ella Estates.

Staff continued cleaning numerous storm inlets around Town to stay ahead of the heavy rains. Tree trimming continued this week. Road patching and wash out repairs continued this week. Mowing of right of ways continued this week.

**Facilities Maintenance:**

Staff continued working on landscaping improvements for Town Hall and the Library this week. Staff coordinated with contractors to obtain estimates for the Town Hall break room remodel project. Quotes to follow.

The **Pavement Management Program Street Resurfacing Project List** for this year is on the next Commission meeting agenda for consideration and is as follows:

<b>Micro-Surfacing</b>	<b>Mill and Overlay</b>
Costa Mesa Drive	Cortez Avenue
Daffodil Lane	Cortez Court
E. Lady Lake Blvd.	Devon Drive
Highland Trail	Harper Lane
Monterey Lane	Holly Lane
San Lorenzo Court	Karney Drive
Ventura Drive.	Lilly Lane
West Street	Megan Circle
Woodland Trail	Oak Hill Road
	Oak Lane
	Pinehurst Drive
	Rebecca Circle

Micro-Surfacing	Mill and Overlay
	Richard Drive
	Sharon Drive
	Spencers Lane

**Utilities – Water and Sewer:**

Staff is in continuing and ongoing coordination with the Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project. This week staff continued assisting the contractor with utilities locations at numerous areas to keep the project moving forward.

Phase One of the Wastewater Treatment Plant Modifications Project. Full construction schedule being finalized. Initial work to commence mid-July.

Phase One of the Well #4 and #5 Project re-bid recommendation will be on the next Commission meeting agenda for consideration.

Staff performed new utilities installation inspections at Lake Ella Estates this week and also signed Florida Department of Environmental Protection (FDEP) permits for the next phase of the project.

Staff repaired broken water service lines on East Primrose Lane this week. Boil Water Notices were issued to affected customers; the notice has since been cleared and lifted.

The Wastewater Treatment Plant was hit with a lightning strike/power surge this past Friday. It damaged some equipment such as a refrigerator and a sampling unit. Replacement of the equipment is in progress.

Staff postponed non-pay disconnections for utilities accounts this week due to technical issues with the software provider. This issue has since been resolved and disconnections did commence.

**Administration:**

Staff continued coordinating with contractors this week to receive quotes for installation of new fencing around the rear parking lot at Town Hall/Police Department. Three fencing quotes have been received so far. Staff received a quote for new electrical installation for the gate and also received a quote for the access control system from the security vendor for the new automatic gate this week. Once finalized, this information will be submitted to Town Commission for consideration in August.