

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

September 23, 2021

Shout Outs this week go to Julia Harris and Dawn Woods for setting up the Daddy/Daughter Dance. Mike Burske said their eye for decorating and setting up a dance for little girls is something he would struggle with. Easy to say that ours is a class act. This is a huge reason why this turned out so well.

Library Meeting : I met with Lori at the library on Tuesday morning and I had a chance to talk with Nancy Brock. Nancy took the time to educate me about her position and showed me the process she goes through in receiving donated books. Thanks, Nancy, for taking the time from your busy schedule.

Performance Evaluations were completed on the Department Managers this week. It has been a great two weeks working with them and I am excited about the future for the Town of Lady Lake with these great leaders.

CLERK'S OFFICE (Nancy Slaton):

After Monday's Commission meeting (good meeting!), we are now preparing for the next Commission and Local Planning Agency meetings scheduled for October 4th.

Carol, Nancy W., and I have been working on importing documents into our Laserfiche document management software.

The Clerk's Office is continuing to receive fiscal year 2021-2022 business tax receipt renewals in the daily mail; they are due by the end of this month – September 30th.

Nancy W. and I took a trip to the library to take a couple of boxed-up records and check out the permanent storage room we share with Human Resources. We found that there still appears to be some roof leakage after Tuesday night's heavy rains. We reported this to the Library Director, and Lori stated she also noted some areas that are still leaking. She reported this to Public Works.

FINANCE (Pam Winegardner)

The Finance team is gearing up to close the fiscal year and set up the new fiscal year. This includes closing Fiscal Year 2021 purchase orders, contacting department heads to see when product or services will be received, and which ones will be carried over to the new year.

The approved budget is being put into the finance software — to include dollars and detail descriptions.

Payroll is being set up with next fiscal year's payroll dates, base and performance pay input for each employee, new health benefit rates input for each employee, and other processes.

Budget adjustments are being entered due to the CARES funding expenses being approved by Commission.

Quarterly reports are being filed.

The Town's auditor is being contacted to schedule visits and timelines.

The millage and budget documents are being mailed according to Florida Department of Revenue timelines.

In the first of the month of October, the auditor will visit the water department to conduct inventory on all the various parts needed to keep our utility infrastructure in working order. Our auditor will also view all the end of year paid invoices as part of auditing guidelines to ensure the town is reporting expenses in the proper fiscal year.

Budget books are being distributed to Commission and department heads, with extra copies in the Clerk's Office and the library. The Clerk has access to print out copies for the public besides our budget being posted on the ladylake.org website under the Finance Department page.

The American Rescue Act funds that were received last week have been transferred to our enhanced investment account with FLClass. The Town keeps around \$3 million in our operating pooled account for daily transactions with additional funds with immediate access in a second investment account with Florida Prime. The funds with FLClass have an enhanced return on our investments, but includes a five-day waiting period to access the money. All Town funds are in these three institutions based on safety, liquidity, and yield. The pooled account is balanced daily to ensure funds are readily available to pay weekly bills, biweekly payroll, ACH transfers and to timely book deposits and expenses in the Town accounts.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week staff received revised plans for the retail building to be built on Outparcel D of the Lady Lake Commons Shopping Center, addressed as 621 North Highway 27/441. This will be a shared site with a bank, and construction is currently underway.

The Ye Olde Thrift Store had final site inspections completed and received a Certificate of occupancy for the new building earlier this week.

On Monday, September 20, 2021, the Town Commission approved a small-scale land use map amendment and rezoning for the Linden Street Development, LLC property located north and

adjacent to the Village Veranda on South Highway 27/441. The proposed project for the site is a 330-unit luxury apartment complex.

The building department issued 27 permits over the last week, and 103 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

The Town of Lady Lake has filled the Public Works Operator I and Public Works Operator II positions. We would like to welcome Eric Welcome and Jordan Correa to Public Works team. The Town of Lady Lake has several job opportunities that Human Resources is currently working on filling. For more details, please visit our website at ladylake.org.

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

Multiple network security infrastructure projects have continued this week.

The Community Development software implementation project has continued this week with staff and vendor efforts focused on application configuration.

The Document Management software implementation project has continued this week with staff and vendor efforts focused on document upload using records management workflow and import agent configuration. An optical character recognition workflow optimization effort began this week. The final records management class is scheduled on Wednesday,, September 29th.

The Enterprise Resource Planning (ERP) Steering Committee voted to forward the Selection Committee's recommendation to the Town Commission for consideration.

LIBRARY SERVICES (Lori Sadler):

This week in the adult library, the AMAC Foundation presented the second of a three part series titled, "Sudden Death: Are You Prepared?" SHINE counselors returned this week, offering one-on-one Medicare and health insurance counseling services. The "ABC's of Dementia" workshop is also taking place on Friday. This event explains Alzheimer's disease and other forms of dementia, providing techniques for better communication with an individual living with dementia, and suggesting techniques for becoming a better and less-stressed care partner. Adult "Grab and Go" crafts continue to be quite popular with our patrons. Many creative ideas are being planned for crafts for fall and the holiday season.

This week in the youth library, Hispanic Heritage Month is being celebrated. A display has been created recognizing important figures in Hispanic culture as well as books written by Hispanic authors. Staff continues to be busy creating take home crafts and book bundles.

Storytime was also held this week and children were eager to read with Scarlett, our registered therapy dog.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. We have an open Operator I position but are keeping up at this time. Parks staff did a beautiful job in prepping the Community Building for the Open House. We have been working on irrigation at the soccer fields, insect treatment, fertilizing the sports fields, grading the parking area by the Dog Park, and preparing for the sports seasons.

The best time of the year, in my opinion, kicked off this last week with the Opening Day for the Lady Lake Soccer Association and our other events. I thank the Mayor for coming out for the ceremony. My team tied, which I am happy about as it was a tough game.

The Open House for the Community Building had a ribbon cutting attended well by the members of the Lady Lake Chamber of Commerce, Town staff, and some residents of the Town. I want to thank Leslie and Janet from the Chamber for an awesome ribbon cutting. I also want to thank the Mayor, Dawn, and Julia for their help with this event. We had eight people come through for the open house following the ceremony.

The Daddy/Daughter Dance was very well attended. We capped the event at 50, but ended up having 56 people participate. The decorations were great, and it is pretty safe to say that this will be a traditional event. I thank Julia and Dawn as their decorating skills took this event to a level not seen in the area. Next year, we will move the event to the Community Building and make it only two hours. By the looks on the dads' faces, two hours will be plenty of time.

I spoke at the Orange Blossom Gardens Lions Club on Wednesday. As I see many of the members weekly over at the Driving Range it was a great speaking appointment. They will be selling the 50/50 raffle tickets for the fireworks at their bingo games. I spoke about the events that we have had and will be having throughout the year.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: CSA Michele Herbster Sloane was recognized for assisting detectives with the location of suspects wanted for a grand theft of an electric bicycle from Target in Lady Lake. While on patrol, she observed a vehicle that matched the description from a recent police bulletin. These suspects were also wanted for grand theft of an electric bicycle in Sumter County. One of the suspects was wanted by the U.S. Marshalls Office for trafficking in methamphetamine. Her diligence in keeping herself informed of police bulletins for wanted persons is a tribute to the dedication she has for the safety of the public as a Community

Service Aide for the police department. She was presented with the "Chief's Special Recognition Award" in front of her colleagues on September 21, 2021.

Public Safety: Please be aware of changing traffic patterns during the construction process. A portion of CR 25/Teague Trail will be closed from Fennell Blvd south to U.S. Hwy 27/441 beginning October 4, 2021. There will be a detour on Fennell Blvd. to U.S. Hwy 27/441 to continue southbound travel. Please be observant, courteous, and slow down to avoid a traffic crash.

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

Maintenance

Streets:

Tree trimming, road patching, mowing of right of ways, storm inlet cleaning, and wash out repairs continued this week.

The annual street resurfacing project finished this week, punch list and clean up items are being addressed now by the contractor.

Facilities Maintenance:

Staff continued working on landscaping improvements for Town Hall/Police Department and the Library this week.

Kitchen Remodel Project at Town Hall continued this week.

Exterior painting of the Public Works Administration Building continued this week.

Utilities — Water and Sewer:

Staff is continuing ongoing coordination with the Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project.

Phase One of the Wastewater Treatment Plant Modifications Project. Work continued this week.

Phase One of the Well #4 and #5 Project, proposals from contractors are being received and reviewed by the Town Engineer for near future Town Commission consideration.

Staff continued performing new utilities installation inspections at Lake Ella Estates this week.

Staff will finish painting fire hydrants throughout the Town this week.

Staff began performing inventory audit preparations for the end of the fiscal year.

Administration:

Staff continues to stay busy coordinating numerous improvement projects involving various departments and town facilities.

We would like to welcome a new hire to the Maintenance Department this week, Jordan Correa, filling a vacant Operator I position. We would like to also welcome back Eric Welcome to the Maintenance Department, who will be filling a vacant Operator II position. Eric worked in the Facilities Maintenance Division previously for many years.

Reminder that updated information regarding the FDOT U.S. 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. Signs were installed along CR 25 informing residents that CR 25 will be closed at the overpasses on October 4th, 2021. Southbound traffic will be detoured onto Fennell Blvd. The southbound overpass on U.S. 27/441 will be closed to traffic December 1st with a traffic shift onto the newly constructed bypass road to the west; demolition of the southbound overpass will begin in January 2022.