

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

By Bill Lawrence, Town Manager

September 30, 2021

**The Department Managers Meeting** was held Tuesday morning to review the Commission Agenda for 10/04/21. We discussed the current weekly manager's report and how we can recognize current staff for their efforts through the week.

I continue to spend time with Lori to discuss her ideas with the library. I also worked with Tamika on Human Resource issues and have enjoyed working with her over the past several weeks as we move forward with issues that come into HR. Great Job Lori & Tamika!

**The performance evaluations** have been completed. I have enjoyed the time spent with Julia and the department managers. I will enjoy moving forward with them on delivering the best services to the public, enhancing quality of life issues to the residents.

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

The Clerk's Office received an influx of fiscal year 2021-2022 business tax receipt renewals in the mail this week - which are due by the end of the month. Carol, Nancy W., and I processed them accordingly.

Carol, Nancy W., and I continued imported documents into our Laserfiche document management software this week. We have imported as much as we can at this point. Laserfiche will be adding some folders/files and retention processes for us, and we have at least one more training to attend before we can start scanning in and importing other documents.

Carol prepared the packets for next Monday's Local Planning Agency (LPA) and Commission meetings. We appreciated that Thad and Wendy got their packet items put together in a timely manner since the majority of the agenda items originate from their department!

Nancy W. attended Tuesday's Special Magistrate meeting and completed those minutes. Nancy W. will be covering the LPA and Commission meeting on October 4<sup>th</sup> as I will be on personal time off during that week.

We are all happy to have Al and Eric from Public Works working as a team at Town Hall. Things are looking up, with more improvements to come!

## **FINANCE (Pam Winegardner)**

The Finance team is continuing to close FY21 and set up FY22. There has been tremendous teamwork with other departments in reaching out to vendors to either finish up work, get an

estimate on when services or merchandise will be received or getting the vendors to send their invoices so we can close the purchase orders. Since last week, Town teamwork has closed out most of the purchase orders.

Several large projects are carrying over to the new fiscal year as expected.

The new FY22 budget has been entered into the Town's software and will be ready when finance closes September and moves to October.

Payroll is still working with Human Resources to obtain pay information based on department evaluations and annual salary information needed by the Town benefit providers.

At the beginning 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 get with finance staff to answer questions and set up the schedule for the upcoming audit.

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

This week staff processed the building permit for the Big Dan's Car Wash located at 135 North Highway 27/441; the permit is ready for pickup, and construction should begin soon.

Nothing Bundt Cakes, located at 988 Bichara Boulevard, received a certificate of occupancy for the new business earlier this week. The grand opening of the business will occur this Saturday, October 2, 2021.

Sign permits were issued for Sportsman's Warehouse located in the vacated Stein Mart building as well as the sign permit for the Earth Fare located in Lady Lake Commons.

The Growth Management Department would like to extend its thanks to the Town Clerk's Office, more specifically to Carol Osborne, for her assistance over the past few weeks assembling and making copies of the printed materials for the public hearings. Our department is still seeking to fill the vacancy of the Growth Management Technician position; therefore, we greatly appreciated Carol's help.

The building department issued 60 permits over the last week, and 54 inspections were conducted in the field.

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

The Town of Lady Lake will kick off the wellness program in October! This is a great way to participate and learn more about health. Our goal is to assist and support employees in establishing healthier lifestyles. The Wellness Program promotes health awareness by encouraging increase exercise and more healthful food selections.

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

Multiple network security infrastructure projects have continued this week with the IT Department (John Pearl and Andy Crogan) and multiple vendors. These projects involved network architecture, multifactor authentication, and password management.

The community development software implementation project continued this week with the Building Department (Malina Wright and Becky Higgins), Code Enforcement (Lori Crain), IT (John Pearl and Keith Randich) and the vendor Citizenseve. Efforts continued to focus on application configuration. The data migration phase of the Building Permit and Code Enforcement modules will begin soon. Production launch for these modules will follow the completion of the data migration test period.

The document management software implementation project has continued this week with the Building Department (Becky), Code Enforcement (Lori) and IT (Keith) meeting to review the automated records management capabilities of the Laserfiche product. IT (John and Keith) also worked with the vendor, MCCi on import agent configuration and optical character recognition (OCR) configuration and optimization. The final records management class has been rescheduled to accommodate staff schedules.

John and Patrick Kauper continued discussions with our consultant GIS, Inc. to finalize the GIS system replatforming plan. We anticipate this effort to begin in late November after sourcing and configuring the replacement server equipment. A staff training plan is being developed to help employees successfully migrate to the new software.

Patrick continued development of GIS data models for our fiber optic network in anticipation of the beginning of our work with Magellan Advisors in October to develop a fiber optic network master plan.

The GIS water system field verification project continued this week with the Water Utilities (Jacob Jackson) and IT (Patrick) in the field collecting GIS coordinates for various utility assets. Jacob is collecting the coordinates for buried utility infrastructure while Patrick is collecting coordinates for surface assets.

Website maintenance is planned this weekend. Our current online form service is not being renewed for the new fiscal year. These forms will be replaced with fillable pdf forms.

Keith Randich provided notice three weeks ago. Today is his final day with the Town. We appreciate his contributions to our project work and wish him well in his retirement.

**LIBRARY SERVICES (Lori Sadler):**

Banned books week is an annual event celebrating the freedom to read. Typically held during the last week of September, it spotlights current and historical attempts to censor books in

libraries and schools. It brings together the entire book community – librarians, booksellers, publishers, journalists, teachers, and readers of all types – in shared support of the freedom to seek and to express ideas. From The Diary of Anne Frank to Harry Potter, these challenged titles are some of the most popular books still checked out today, including many classics which are part of school curriculums nationwide.

“Grab and Go” crafts continues to be popular in both the youth and adult libraries. Kourtney Fehr, a library assistant in the youth library, can be credited for the many creative ideas for children’s crafts. Aly Herman and Lynn Martin have been creating craft grab bags for adults and 255 crafts were snatched up by our patrons during the month of September.

Are you aware of the variety of databases available through the library? The Lake County Library System offers free access to online reference databases. An online database is a computerized collection of information on a specific subject or area. Patrons can access most of these databases from computers at any library or from a home, school or work computer that has internet. All you will need is your library card number.

#### **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 currently keeping up. Brad, Vicky and Shawn have done a great job getting the fields and park ready for the beginning of the games this Saturday. Van has been working with irrigation on the Tee Ball Field. Luckily this time of year slows the growth of the grass so we will see a decline in mowing over the next few weeks. We are holding back on irrigation for the field to be dry for practice and games. This will keep them from having the deep rich green that I try to maintain most of the year. It is also a cheap way to eliminate some weeds.

I will be representing the Town at the Lady Lake Kiwanis Installation Banquet this evening. As you know, Kiwanis is a major supporter of our events and the children in the community.

We have the 100% plans for the park back from Neel-Schaffer Engineering. In looking over the plans, it is going to be a beautiful park. As predicted, we are going to see the estimated price significantly higher due to additional design needs and the building boom that we are experiencing. As always, the lowest competent bid will dictate the price. Considering all the planned building in our Town, I am not worried about the higher cost since we have a lot of impact fees coming our way in the near future.

I have been marketing for the Parade and the Not TOOO Scary Halloween Event. We have around 33 different groups and activities for the kids this year. We are not at pre-pandemic

levels of groups, but we have three weeks to go. We have three applications in for the parade so far. Considering that it is September, and I just sent the applications out, I am happy!

**POLICE DEPARTMENT (Chief Robert Tempesta)**

**Announcement:** Officer Dennis Pranouskes and Officer Devin Daniels responded to a call of a suicidal individual. Officer Pranouskes was the first officer on scene and located the individual who was hanging herself. Officer Pranouskes was able to grab and hold her up enough to keep slack in the rope until Officer Daniels arrived on scene. Officer Daniels was able to cut the rope freeing her from further trauma. EMS responded and transported her to a local hospital for treatment. The quick action of both officers saved this individual's life.

Detective Matthew Duryea responded to an area motel with members of the U.S. Marshals to apprehend a 90-year-old male who attempted to solicit sex with a child. The suspect was taken into custody without incident.

**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 US Hwy 27/441 beginning Monday, October 4, 2021. There will be a detour on Fennell Blvd to US Hwy 27/441 to continue southbound travel. Members of the police department are monitoring traffic for speeding and other violations. Please be observant of the changing traffic patterns and detours. Please be courteous to other drivers and slow down to avoid a traffic crash.

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

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

Inspections of new stormwater piping and new curbing installations at Lake Ella Estates continued.

Streets (Kon Scott, Travis Lacey, and Justin Wallace - Lead Operators):

Tree trimming, road patching, mowing of rights of way, storm inlet cleaning, and wash out repairs continued.

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

Facilities Maintenance (Albert Rachel, Lead Operator and Eric Welcome, Operator II):

Continued working on landscaping improvements for Town Hall/PD and the Library.

Pressure washing at the Library.

Weather proofing/caulking of windows at Town Hall/Police Department.

Kitchen Remodel Project at Town Hall continued.

Exterior painting and concrete refurbishing of the Public Works Administration Building continued.

Commission Chambers Remodel Project began this week, working on building new handicap ramps and desk extensions.

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

Continuing service and repair of the Town's Fleet and maintenance equipment.

**Utilities – Water and Sewer (Thomas “Butch” Goodman, Supervisor):**

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.

Waterline repairs made on CR 466 and at the intersection of Hibiscus St and April Hills Blvd this week.

New utilities installation inspections continued at Lake Ella Estates.

All preparations complete and staff is ready for annual end of fiscal year inventory by the Town Auditor next week.

Water and Wastewater Treatment Plants (Daniel Mykeljord – Water Plant Operator, Darryl Flanders – Lead Wastewater Plant Operator, and Steve Pfouts – Dual Certified Plant Operator)

Phase One of the Wastewater Treatment Plant Modifications Project. Work continued by the contractor, SGS.

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.

**Administration:**

Lake County launched a new Road Reporter website. News release is here:

[https://www.lakecountyfl.gov/news\\_releases/news\\_release.aspx?id=4760](https://www.lakecountyfl.gov/news_releases/news_release.aspx?id=4760)

The following is a direct link that provides Lake County Maintained Roads concerns reporting: <https://roadreporter.lakecountyfl.gov/>

The map shows the status of received concerns and allows everyone to submit a report. Please feel free to bookmark this website and pass it along to any resident that may have Lake County Road concerns. This is for roads such as CR 466, CR 25, Griffin Ave, Lake Griffin Rd, Rolling Acres Rd, or any road maintained by Lake County, not FDOT nor the Town of Lady Lake maintained roads.

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 this website.