

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

By Bill Lawrence, Town Manager

October 21, 2021

**Shout out this week goes to Nancy Slaton** who has successfully completed her probationary period as Town Clerk for the Town of Lady Lake. It has been a pleasure to work with Nancy. Her leadership qualities are instrumental in the success in the Clerk's Office.

**Becky Hewett** in the Finance Department has been doing a great job and has taken on extra responsibilities over the last several months while Michelle Sloan has been on loan to the Human Resources Department due to short staffing in that area. Michelle returns to Finance this week.

**Meetings:** Mayor Kussard, Commissioner Reitz and I attended the ribbon cutting Wednesday morning for **Nothing Bundt Cakes** at 988 Bichara Boulevard. **Earthfare Grand Opening is set for November 3<sup>rd</sup>**. I will meet with Erik Walsingham, Community Relations Coordinator with Earthfare, on Thursday regarding their grand opening activities scheduled for November 3<sup>rd</sup>.

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

Following Monday night's Special and regular Commission meetings, I processed the approved ordinances and completed the draft minutes of those meetings.

It has been a fairly quiet week in the Clerk's Office; routine as usual processing business tax receipts, providing customer service, etc. Nancy W. continues to review and carry out our processes, and is updating them as necessary for current practices. Publishing our meeting agenda items and other events and news on the website is a multi-step, detailed process and is very time consuming.

Our I.T. Director has coordinated and scheduled with Clerk's Office staff and Growth Management staff for additional training meetings with MCCI for the new Laserfiche software in the upcoming weeks.

Reminder to those members (and alternate members) of the Town's Canvassing Board: Our first day for training is this coming Tuesday, October 26<sup>th</sup>, at the Lake County Supervisor of Elections Office in Tavares. Carol will be covering the Special Magistrate meeting on that date, and Julia has agreed to help cover the Clerk's Office as necessary while Nancy W. and I attend training.

## **FINANCE (Pam Winegardner)**

The Finance Director attended a seminar in Daytona Beach this week. Her staff carried on with business as usual in her absence.

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

This week staff met with Voeller Construction to discuss the commencement of work at the Lumen Park property on Highway 466 between La Zamora and Spring Arbor. Crews should be mobilizing over the next week to resume maintenance of the property and complete utility work and on-site paving.

Representatives of the Benchmark Group also met with staff and confirmed the soft opening date of the Sportsman's Warehouse on October 29<sup>th</sup>, as well as the opening of the Earth Fare on November 3<sup>rd</sup>.

Work continues on the Chipotle restaurant in the vacated space of Sweet Tomatoes, as well as on Outparcel D in the Lady Lake Commons Shopping Center where a bank and a retail building will occupy the last remaining site in the development.

The building department issued 48 permits over the last week, and 72 inspections were conducted in the field.

**HUMAN RESOURCES (Tamika DeLee)**

Interviews were conducted this past Monday and Tuesday for Parks and Recreation Operators. Three candidates were interviewed and two were selected for the positions. Offer letters have been presented, and we are currently waiting on responses from each candidate.

Human Resources will be asking the Commissioners to consider adding the new federal holiday "Juneteenth" to the Town's holiday schedule at the next Commission meeting. President Joe Biden signed the bill on June 17, 2021, making Juneteenth the eleventh American federal holiday.

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

Multiple network security infrastructure projects have continued this week with me, Andy Crogan, and multiple vendors. These projects involved vulnerability detection and response, incident response plan development and password management.

The community development software implementation project continued this week with the Building Department (Malina Wright, Becky Higgins, and Christie Gosneigh), Code Enforcement (Lori Crain), me, and the vendor Citizenserve. Application configuration efforts continued to be the focus of our efforts. The vendor has also begun preparations for the data migration phase of the Code Enforcement module this week. Preparations for the Building Permit module is expected to begin soon.

The document management software implementation project has continued this week with me and the vendor MCCI meeting to begin development of additional record series workflows for the Clerk and Growth Management departments. Collaboration has continued this week between

vendors MCCi and Citizenseve regarding the integration of their applications.

Laserfiche basic records management training for staff has been scheduled for Thursday, October 28, 2021. Additional training for records series configuration is anticipated in mid-November.

Patrick Kauper continued development of GIS data models for our fiber optic network in anticipation of the beginning of our work with Magellan Advisors later this month 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 Patrick in the field collecting GIS coordinates for various utility assets. Patrick is scheduled to attend ArcGIS Pro training Monday and Tuesday next week.

The I.T. Department currently has a System Analyst position opening. Please see the Town's website or contact Human Resources for more information.

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

This week in the library, Nancy launched a new reader's event, "Let's Talk Books". The participants enjoyed discussing their joy of reading and provided recommendations for book selections and resources. Ruth's Authors' Round Table writers' group also met, focusing this week on creating endings to their writings.

A featured display during this week was "Celebrate Halloween with Creature Feature Week". Many of us have an aversion to creatures such as spiders, snakes, bats, and bugs, but learning about these critters can help to subdue these fears. Ruth's display provides a sampling of books and DVD's about these animals, along with information to help us all acknowledge these creatures as beneficial to our environment.

Medicare Open Enrollment is in effect through December 7th. During this time, SHINE (Serving Health Insurance Needs of Elders) counselors will increase their availability and offer one-on-one counseling services at the library every Wednesday from 2 to 4 p.m.

The Lake County Supervisor of Elections office utilized our second floor meeting rooms for two days of training sessions for their election poll workers.

In the youth library, Nicole and Kourtney are anticipating this weekend's "Not Too Scary Halloween" event with great excitement.

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

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. We have been working with multiple irrigation leaks throughout the parks and Van has been on top of the project. We are excited to have extended two conditional offers for the Parks and Recreation Operator I and II positions.

We had the first week of the Lions Book and P.J. Drive at the shop. Representatives from the Lions Club and the Kiwanis worked in our shop to fill baskets in order to prep for the holiday distribution. As anticipated, it went smoothly.

The Parks and Recreation Director has been working avidly on the holiday events. We have the Not Too Scary Halloween this weekend with 45 groups coming to the event to set up. I have to say I am happy with the results as I hear that many other events similar to this one are suffering due to low numbers of participants. I am excited to host it in the normal capacity this year. I will be going to Walgreens in a couple of hours to pick up an abundance of candy as they have donated candy and game set-up for this event for the past decade and a half.

**POLICE DEPARTMENT (Chief Robert Tempesta)**

**Announcement:** The Lady Lake Police Department would like to thank Villages Rehab and Nursing Center for their generosity in providing BBQ to go meals to all first responders this past Wednesday.

**Public Safety:** The members of the Lady Lake Police Department would like to remind you to be patient and safe out there when traveling on the roadways. When you factor in the ongoing construction project causing detours and traffic pattern changes along with the increased traffic, it creates a hazardous condition. Members of the Lady Lake Police Department will be out enforcing traffic violations from speeding to seat belts. Officers have responded to numerous vehicle crashes, some involving injuries. It is the responsibility of all drivers to be aware and take extra precautions to ensure safety.

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

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

Inspections of new road base and lime rock at Lake Ella Estates.

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

Road patching, storm inlet cleaning, and wash out repairs continued.

Litter pickup in the right of ways around Town is ongoing.

Travis and Justin's crew finished removing tree roots and replacing a portion of the sidewalk on Woodland Trail, assisted in moving records and file cabinets in the Police Department, repaired a manhole riser at Sevilla Place and Ventura Drive, trimmed trees on Cherry Blossom Lane, and also repaired a manhole riser at Rebecca Circle and Boone Court.

Kon's crew cleaned up and organized the shop area, cleaned up the storage area behind the Administrative Building, and assisted the Police Department in transporting their items to storage.

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

Continued working on landscaping improvements and irrigation repairs at Town Hall/Police Department and the Library.

Continued repairing parking lot lights at Town Hall, Police Department, and Library.

Repainted safety striping, used grinder on sidewalk to remove a high spot, and began pressure washing at the Library.

Commission Chambers Remodel Project continues; ordered supplies for project.

**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. Utilities relocation work is commencing near the overpass bridge.

New utilities installation inspections continued at Lake Ella Estates.

Meter installations, replacements, and exchanges continued.

Installed a 2-inch conduit at the Wastewater Treatment Plant for SCADA fiber optic line extension.

Completed multiple Utilities Availability Requests and Quotes for new service.

**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. Work should be completed on this phase of the project by January 1<sup>st</sup>, 2022.

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:**

Special recognition goes to Peggy Smith this week for compiling and submitting the Town's National Pollutant Discharge Elimination System (NPDES) Report prior to its due date. This stormwater report is required by the Florida Department of Environmental Protection (FDEP), is very detailed, and requires coordination with the Town's consultant, Maryann Krisovich, as well as gathering information from other departments. Thanks to all staff that assisted in this effort.

Utilities Department currently has two job openings: Utilities Collection/Distribution Technician I, and a new position, Lift Station Mechanic. Please see the Town's website or contact Human Resources for more information.

We were notified of a new street closing and detour as a part of the US 27/441 road widening project being performed by FDOT. This closing was not planned for initially and will involve closing the CR 25 portion of the intersection with Water Oak Blvd for a month or so. This will not affect the Water Oak entrance but will close the access to CR 25 from US 27/441. Detours are being planned and dates are still uncertain at this point. Staff will pass along more information once we receive it.

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.