

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

By Bill Lawrence, Town Manager

December 23, 2021

**Shout this week goes to Nancy Slaton:** Nancy has served the Town of Lady Lake for almost 11 years; first as Staff Assistant to Town Clerk, then Deputy Town Clerk and Town Clerk, and will be retiring on December 30th. Most people would be on the downward trend as retirement nears, but not Nancy. We received an invoice from the Lake County Supervisor of Elections for over \$16,000 and we had budgeted \$8,000. The Town had never received an invoice this high before from the Supervisor of Elections. Nancy started to research this invoice and contacted other Clerks in Lake County. She then e-mailed the Supervisor of Elections. The results were an e-mail to all Town/City Clerks in Lake County involved in this year's municipal elections that they had discovered a miscalculation in their invoices and will correct them. Nancy, I will miss you, Great job!

**Another special retirement is occurring, Sgt. Ron Michaud of the Lady Lake Police Department** is retiring at the end of this month. Ron Michaud started his law Enforcement career as a Maine State Trooper and retired after 20 years of service. Ron went to work with the Town of Kittery Maine Police Department and retired from the Town of Kittery. Ron and his wife moved to Florida and was hired by the Lady Lake Police Department 10 years ago and promoted to the rank of Sergeant. After several decades of service to his communities and the State of Maine, he has decided to move on to full retirement. Job well done! Thank you for your service, Sgt. Ron Michaud.

**Nancy Wilson** has been selected to be the new Town Clerk and **Carol Osborne** has been selected to be the Deputy Town Clerk starting January 3<sup>rd</sup>. Congrats to Nancy and Carol!

I am proud of all the Town employees who has been serving long tenures for the Town. It says a lot about the Town of Lady Lake.

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

Nancy W. acted as the Clerk at the December 20<sup>th</sup> Commission meeting. She completed the after-meeting processes and the draft minutes of that meeting. She also attended the special Planning & Zoning Board meeting on Tuesday, December 21<sup>st</sup>, and completed those minutes.

Carol completed the minutes of last week's Special Magistrate meeting (these have become much longer than they used to be) and processed several new business tax receipt applications.

The Clerk's Office received an invoice this week from the Lake County Supervisor of Elections for costs incurred during our November 2021 Municipal Election; it was shocking as it was more than

double what we had in our budget to cover this. I contacted other municipalities to ask if they were also having sticker shock and received only one reply, but they were also surprised by the amount of their invoice. I sent an email to Mr. Hays requesting they review the invoice and see if it could be reduced. (Thad was very helpful in supplying diplomatic wording for my email at my request.) Later in the afternoon, Mr. Hays sent all the city clerks involved in this year's municipal elections an email stating they discovered miscalculations in the invoices sent out, and they would be recalculating and sending out new invoices the first week of January. Whew! We're very grateful and hope to see a huge reduction in the amount we owe for our election.

On Wednesday, I.T. Director John Pearl, Carol, Nancy W., and I attended another meeting with the Citizenserve software team for further development of the Town's workflow process for issuing business tax receipts.

A conditional offer of employment has been extended to a candidate for the position of Staff Assistant to the Town Clerk. If the offer is accepted, the candidate will begin employment on April 4th, 2022. This will give Nancy W. and Carol time to settle into their new positions as Town Clerk and Deputy Town Clerk. This candidate has a good administrative background and appears to be someone who will be a great fit for the Town.

I was surprised at this week's Commission meeting to be called up to the dais to accept a clock commemorating my 10+ years working at the Town and my upcoming retirement in a week. Thank you to everyone involved in this lovely surprise!

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

No report

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

The Chipotle Restaurant located at 492 North Highway 27/441 on opened this week in the Village Crossroads shopping center. Staff also received a building permit application for a Sketchers store to occupy the vacated Pier One location in Rolling Acres Plaza.

A special meeting of the Planning and Zoning Board was held on Tuesday, December 21<sup>st</sup>, at 5:30 p.m. The board recommended approval of a 160-unit subdivision on Teague Trail (County Road 25), as well as a recommendation of approval for two residential variances on East McClendon Street. The three items will go before the Town Commission on Monday, January 3, 2022, at 6:00 p.m.

The Lady Lake Square Apartments project is nearing completion of the site plan and utility extension design to serve the development. Staff anticipates the project will go before the Town Commission in late January for final consideration.

The Property Rights Element of the Comprehensive Plan, as well as the Hammock Oaks Large-Scale Map Amendment were transmitted to the Department of Economic Opportunity this week for their review. Once comments from the department and other state and regional agencies have been received, the amendments will go back to the Town Commission for second and final reading which will likely occur in early March of 2022.

Staff issued 67 permits over the last week, and 71 inspections were conducted in the field.

Happy Holidays to all!

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

No report

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

The community development software implementation project continued this week with the Building Department (Malina and Becky), Code Enforcement (Lori), the Town Clerk office (Nancy, Nancy, and Carol), IT (John and Patrick) and the vendor Citizenseve. The data migration test effort for the Building Department and Code Enforcement is continuing. Staff are working to identify and document application layout, process workflow, and data consistency issues in the test environment.

The document management software implementation project has restarted this week. A new developer lead has been assigned to our project and the majority of the outstanding workflow development tasks have been completed. Staff training regarding workflow automation will be scheduled in January.

The GIS water system field verification project continued this week with Patrick in the field collecting GIS coordinates for various utility assets.

Leon Platt, our new Systems Analyst is scheduled to begin Monday.

### **LIBRARY SERVICES (Marsha Brinson)**

Christmas week is usually a bit slower as many of our patrons are traveling or busy with holiday plans. However, people come in to stock up on materials as we will be closed starting on the 24<sup>th</sup> and will reopen for regular hours on Monday December 27<sup>th</sup>. There will be several special children's and family programs this week. Kids were busy making Christmas stockings on the 21<sup>st</sup>, and there will be a story time on the 22<sup>nd</sup> to make ornaments and read some special stories, as well as a sing-a-long and Christmas cookies. Winners of our adult and youth wreath contest will be announced tomorrow and will be able to pick up their prizes. The wreaths are beautiful and will be on display through the new year.

Library staff is using this quieter time to complete a shelf reading project. Shelf reading keeps materials in order and makes it easier for patrons to find items and for staff pulling reserved items for patrons. Miranda Hayes is in charge of reserved items and does an excellent job locating items for Lady Lake patrons as well as patrons of other Lake County libraries.

A big shout out to Mike Burske and the Parks and Recreation Department for the beautiful lights at the Log Cabin Park. So many people coming into the library comment on what an extraordinary display it is.

Our Friends of the Library book sale room is having a big sale on gently used hardcover books, both fiction and non-fiction.

The Lady Lake Library staff would like to wish everyone a very Merry Christmas and Happy New Year!

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

No report

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

**Announcements-** Promotional testing for the ranks of Corporal and Sergeant was held on December 21, 2021. This is a competitive process which is part of the Collective Bargaining Agreement (CBA). The police department would like to thank all officers who tested! This shows ambition to succeed and the willingness to take on leadership roles within the department. It is with great pleasure to announce Devin Daniels as the newest Sergeant of the department! It is also with great pleasure to announce Michelle Bilbrey as the newest Corporal of the department! Congratulations to you both on your new assignments!

Members of the Police Department along with the Town Manager, Mayor Reitz, Commissioners Hannan and Kussard attended a retirement luncheon for Sergeant Ron Michaud. December 30, 2021 is Sergeant Michaud's last shift with the Lady Lake Police Department! He will be recognized at the January 3<sup>rd</sup> commission meeting where we will wish him well during his retirement years.

**Public Safety-** the Lady Lake Police Department will continue its efforts in participating in the 2021 impaired driving national enforcement mobilization "Ride Sober or Get Pulled Over" which is a nationwide campaign from December 17<sup>th</sup> – January 1<sup>st</sup>. Driving impaired is one of the most deadly and most often committed-yet preventable- crimes that is a serious safety epidemic in our nation. Officers have made DUI arrests this past week and will continue to do so if they stop impaired drivers. We urge you to make the responsible decision if you decide to celebrate this holiday season. Have a plan to take car service or designate a driver!

The men and women of the Lady Lake Police Department want to wish you a safe and very Merry Christmas and Happy New Year!

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

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

Continued performing inspections of new roads, sidewalks, and stormwater inlets being installed at the Lake Ella Estates Project.

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

Tree trimming, road patching, storm inlet cleaning, and wash out repairs continued.

Litter pickup and mowing of the right of ways around Town is ongoing.

Performed driveway apron inspections.

Travis's and Justin's crews began street sign inventory and repairs around Town, which include washing of signs or replacing them depending on the condition.

Kon's crew continued clearing a portion of the right of way on West Lady Lake Blvd to make the right of way accessible to local traffic which has been impacted by the FDOT US 27/441 Road Widening Project.

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

Continued working on landscaping at Town Hall, Public Works, and the Library.

Assisted the Growth Management Department in moving boxes to the Library storage area.

Repaired exterior lighting at Town Hall, Public Works, and the Library.

Worked on hanging a dry erase board in the IT Offices and performed paint touch up.

Replaced caulking in flooring at Town Hall.

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

Continuing service and repair of the Town's fleet and equipment.

**Utilities — Water and Sewer (Thomas "Butch" Goodman, Supervisor):**

Completed Utilities Availability Requests from prospective developers, Certificate of Occupancy close out requests, and work orders.

**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 ongoing.

New utilities installation inspections and testing continued at Lake Ella Estates. Pressure Testing of lines for Phase Two of the project is completed.

Meter installations, replacements, and exchanges continued. Twenty water meter change outs completed this week.

**Water and Wastewater Treatment Plants (Daniel Mykeljord – Lead 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 in January 2022. Phase Two plans of the project are completed and will be brought to Town Commission for near future consideration to be put out to bid. Currently coordinating with FDEP for permitting.

Phase One of the Well #4 and #5 Project, this project is tentatively scheduled to start in March. Phase two documents and design will be brought to Town Commission for consideration to bid in early 2022.

**Administration:**

The connector road between Caroline Avenue and Spencers Lane on property recently approved for purchase at the last Town Commission meeting will be re-opened once the paperwork is finalized and the new fencing is installed. Date still to be determined.

The Utilities Department currently has 2 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.

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. A major lane shift was scheduled to take place on December 20<sup>th</sup> in preparation for the southbound bridge removal in January, the new date is scheduled for December 28<sup>th</sup>.