

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

December 30, 2021

Shout Outs: A special thanks to the men and women of Lady Lake that are working over the holidays.

Lady lake Police Department shout outs for working Christmas:

Dayshift:

Sgt. Ron Michaud

Corporal Heather Couch

Officer Ryan Doran

Officer Dennis Pranoskes

Night Shift:

Sgt. Joe Ostrom

Officer Michelle Bilbrey

Officer Josh Redmond

Officer Jesse Pettis

Public Works Utilities:

Steve Pfouts

Darryl Flanders

Jacob Jackson

Butch Goodman

Nancy Slaton: I can't believe this is your last week before you start enjoying retirement. You were the first person I communicated with when I was a finalist for the Lady Lake Town Manager's position. I have enjoyed working with you over the past several months and will miss our chats. A special thanks for helping me with the housing market, etc. Please stop by to visit. You have left a big impact on all of us here. Public service is about having impact in our communities and increasing the quality of life for those who live, work, and visit Lady Lake. Mission Accomplished! Thank You!

Department Manager's Meeting was held Tuesday. Nancy Slaton reviewed her last Commission meeting agenda. The Commission meeting is scheduled for January 3rd, 2022. We discussed goals for the upcoming 2022 year. The department manager's will present their plans at the next manager's meeting.

Fiscal Year End Totals: The General Fund revenues came in at \$17,579,633, exceeding the expenses at \$12,271, 913, leaving a \$5,307, 720 surplus. The Special Revenue Fund came in at \$1,651,283, with expenses at \$400,000, leaving a surplus of \$1,251,283. The Utilities Fund

revenues came in at \$4,247,852. The expenses came in at \$4,539,547; that also included depreciation expense of \$1,159,396 which had not been budgeted. This resulted in a loss of \$291,695 in the Utilities fund.

CLERK'S OFFICE (Nancy Slaton):

It's been a slow week around Town Hall due to the holidays. It was a good time to take time off and many have taken advantage of this.

Carol and Nancy W. processed and distributed the packets for the January 3, 2022 Commission meeting.

On Wednesday, I.T. Director John Pearl, Nancy W., and I attended another meeting with the Citizenserve software team to share our knowledge regarding the Town's workflow process for issuing business tax receipts. (Carol had a day off.)

Farewell Address: This is my last week working for the Town before my retirement. I must say that this has been my favorite place of work in my entire lifetime of working. The Town can be proud of its employees as they are all team players. If you walk into a Town facility and see employees laughing, don't think all they do is fool around. Everyone is competent and gets their job done, and in an environment where people get along great. Kris Kollgaard was our Town Manager when I began working at the Town and she fostered this type of environment — Bill Lawrence continues with this and adds another level to it! It's wonderful to work in a place where you respect and admire those you work with.

I have to give a few shout-outs of my own: To Julia Harris – I loved working with you in the Clerk's Office and I hated to lose you to the Town Manager's office so long ago, although you continued to help out and we could still talk. And then, after a couple of others that didn't quite work out, Carol Osborne was hired, and a new friendship began. Thank you, Carol, for being such a friendly face/person for the Clerk's Office; you have been fun to work with. Congrats on your new position as Deputy Town Clerk. And yes, it is okay to have fun at work while the work is getting done!

To our Department Directors: Thad Carroll – I learned so much from you about the Town's processes, and greatly admire your calm steadiness when confronted and your thoughtful, tactful responses. We worked closely and well with your department. Mike Burske – We never minded helping you out when you needed it, and you did the same for us; you were always so appreciative and gracious. John Pearl — You taught us so much and paved the way for us, even when we weren't sure we could learn the techie stuff such as accessibility. You were so patient in your teaching when I knew you must have been going crazy inside and wanting to tear your hair out! We missed you when you moved out of our offices, but appreciate that you left Andy behind to help us out. C.T. Eagle and Pam Winegardner – You guys are always helpful in any situation,

and you both have such a fount of knowledge. I know Tamika DeLee will work hard in her new position and will keep learning. Marsha Brinson – Good luck when you are able to retire again; we were so happy to have you back for a time. Chief Tempesta – I appreciate your calm authoritative demeanor and your quiet humor.

Nancy Wilson is a great addition to the Clerk's Office and will be a great Town Clerk. (She reminds me of myself in a lot of ways if I may say so, so there will still be laughter in the office.) I do not feel any concern about leaving the Clerk's Office; it will be in good hands!

Bill, we were so nervous about getting a new Town Manager, but you made the adjustment easy! Thank you for your belief in people's abilities and for being willing to give your employees the opportunity to advance. I wish you the best!

Thank you, Mayor and Commissioners, for your well wishes, too. You were easy to work with; not as intimidating as one might think looking in from the outside! I wish you all the best as well!

In closing, I have enjoyed working with each and every employee, Town Manager, and Commissioner of the Town. If you are not mentioned here, don't worry, I won't forget you. And thank you for my surprise retirement party in the hallway and the many wishes for a happy retirement! Happy New Year to all!

FINANCE (Pam Winegardner)

No report.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

We end 2021 saluting everyone for their hard work this year and announcing a couple of major highlights of work completed by the Building Department. Like many towns in the State of Florida, construction has been ongoing in the Town of Lady Lake, and just this week, we issued 10 permits and performed 70 inspections. As we are closing year 2021:

- ✓ A total of 2,629 building permits have been issued since January to date
- ✓ A total of 3,942 inspections have been performed since January to date
- ✓ A total of \$302,957.78 have been collected in just building permit fees, which includes Building Permit Fees, Change of Occupancy fees, Fire Inspections, Annual Fire Inspection Fees) since January to date
- ✓ A total of 51 Certificate of Occupancies for commercial and residential Projects has been granted since January to date

Brije LLC submitted six building permits for single family residences within the Hidden Oaks Subdivision this week.

The Growth Management Department is actively processing two rezoning applications (Hammock Oaks- Phase II and the Applebee Property); four new major site plans (Lady Lake Square Apartments MJSP 10/21/001, Lakeview Health MJSP 10/21-003, Narine Commercial Retail Office MJM 05/21-001, and the Water Oak New Maintenance Building MJM 09/21-001); one minor modification to site plan (Christian Food Pantry MNM 12/21-001); and one Subdivision Preliminary Plat Plan for Green Key Village Phase 5 & 6. Other projects will also be heard at the January 3rd Town Commission Meeting to be held at 6pm in the Chambers.

Town Staff will be receiving the civil site plans for the Old Dixie Highway Trail Improvements by next week so that we can commence review for such a great new amenity and recreation project for the downtown Lady Lake area.

Happy New Year to all!

HUMAN RESOURCES (Tamika DeLee)

The Town of Lady Lake has filled the Administrative Assistant to Human Resources and System Analyst positions. We would like to welcome Audrey Richards and Leon Platt to the team. Town of Lady Lake has several job opportunities that HR is currently working on filling. For more details, please visit our website at ladylake.org.

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

Staff were very pleased to welcome Leon Platt to the department this week as our new Systems Analyst. He will spend the next several weeks onboarding, becoming familiar with our current processes, our enterprise software projects and working with our staff, contractors and vendors.

The community development software implementation project continued this week with the Building Department (Malina, Christie and Becky), the Town Clerk's office (Nancy, Nancy, and Carol), IT (John, Leon and Patrick) and the vendor Citizenserve. 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. Project focus will shift back to Building Department and Code Enforcement now through the completion of go-live effort for these modules.

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

LIBRARY SERVICES (Marsha Brinson)

No report

PARKS AND RECREATION (Mike Burske)

No report

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: Friendly reminder that Sgt. Ron Michaud will be recognized at the January 3rd Commission Meeting on his retirement from the Lady Lake Police Department following 10 years of service to the citizens of Lady Lake.

Public Safety: As road construction continues along US Hwy 441/27, the Lady Lake Police Dept. would like to remind all motorists to be aware of the changing traffic patterns. A new major traffic pattern has recently been instituted on US Hwy 441/27 near Fennell Blvd. The new traffic pattern will prevent southbound motorists from accessing the bridge. Southbound motorists will need to travel to the right of the bridge on a newly constructed roadway. Demolition of the bridge will begin next week.

The 2021 impaired driving national enforcement mobilization "Ride Sober or Get Pulled Over" continues to be in effect across the country through January 1st. The Lady Lake Police Department has been very diligent in stopping and arresting intoxicated and drug-impaired drivers this holiday season. The Lady Lake Police Department encourages all motorists to not drink and drive. Please use a designated driver or car service. The staff at the Lady Lake Police Dept. would like to wish everyone a Happy and Safe New Year!

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

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):

Travis, Kon, and Justin were on vacation this week. Shout out to Todd, Truman, and Tanner for holding down the fort and getting things done. They worked on repairing streets signs, spraying landscape beds, and mowing on CR 466, Guava Street, Oak Street, Lemon Street, Hermosa Street, Clay Avenue, First Street, Second Street, Third Street, and Fourth Street. They also moved some furniture for the police Department, IT Department, Growth Management, and Code Enforcement. Litter pickup around Town is ongoing.

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

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

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 will continue after the big lane shift is completed and bridge demolition work is underway in January.

New utilities installation inspections and testing continued at Lake Ella Estates.

Meter installations, replacements, and exchanges continued.

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

The annual Reuse Water Report was submitted to FDEP and St. Johns River Water Management District.

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, permit is pending.

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 will be re-opened once the purchase 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 took place on December 28th. This shift directly affected traffic movement and eliminated some southbound left turns at Old Vineyard Road, Fennell Blvd, and Water Oak Blvd. Drivers should use caution in this area until traffic patterns stabilize. The southbound bridge demolition work is scheduled to begin on January 3rd, 2022.