

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

By Bill Lawrence, Town Manager

May 5, 2022

**Shout Outs** this week go to Julia Harris and Dawn Woods for organizing and working the Volunteer's Dinner at Harbor Hills last week. Thank You. We appreciate the support our community gets from our volunteers; they are the key to our success. Special thanks go to the Planning & Zoning Board, Library Volunteers, Friends of the Library and Library Board, the Police Pension Board, Parks, Recreation & Tree Board and the priests, pastors and reverends that come to our commission meetings to offer benediction.

**Florida Blue Wellness Seminar:** I am impressed with the number of staff who attend these voluntary monthly seminars that educates us on how to have a healthier lifestyle. This month was about cholesterol and statin prescriptions.

**The Money:** The audit is almost complete, and I am happy to report that we have a \$754,415 surplus from the general fund for last fiscal year. The expense report after 7 months into the fiscal year shows the general fund at 53% spent and the utilities fund is at 49%. Great Job Team. We are living within the budgets set by the commission as in the years past.

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

Busy week with the Commission meeting on Monday where many invested citizens attended and made public comments. Minutes were transcribed and packets for the next Planning and Zoning meeting were prepared. We attended the Wellness presentation by Florida Blue on Wednesday and the Modified Health Fair on Thursday. Thank you, Tamika and Audrey, for coordinating these events for the staff and for lunch! We also met with Leon and John on Thursday for Laserfiche training and Word Press training for Jackie. Continue to work on the delinquent Business Tax Receipts. Merge files are being prepared to send a certified letter from Lori, Code Enforcement to each delinquent business owner.

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

No report this week.

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

This week Growth Management processed and approved the minor modification application for the storage unit and fleet parking modifications to the Village Airport Van Campus located at 121 West Hermosa Street. The building plans for the 732 square foot addition to the Village

Endodontics located at 121 Griffin View Drive were approved this week. Three new single-family home permits were applied for as well.

Staff received a seasonal vendor application for a fruit stand on property located at the northwest corner of Highway 466 and Rolling Acres Road. The stand will be in operation on the weekends through the dates of May 6<sup>th</sup> through August 6<sup>th</sup>. Two administrative variances were processed and approved, and a variance for an increase to the allowable accessory structure size was applied for on property located on Oak Hill Road. The variance will be considered by the Planning and Zoning Board at the June 13<sup>th</sup> meeting.

Staff issued 61 permits over the last week, and 107 inspections were conducted in the field.

**HUMAN RESOURCES (Tamika DeLee):**

The final two interviews were conducted this past Tuesday for Administrative Assistant to Library Director position. Applicant Kourtney Fehr was selected for the position. Congratulations to Kourtney on her promotion as the new Administrative Assistant to Library Director. Kourtney has been employed with the Town since November 2020. An interview for the Public Works and Utilities department took place this past Wednesday. A conditional offer of employment was made, but applicant declined. An interview for police officer position took place this past Monday. A conditional offer of employment will be made today. Modified Employee Health Fair will take place today from 12pm-2pm in the Chambers. HR is currently working with Utilities Supervisor Butch Goodman on completing our annual 2022-2023 Pollution Renewal application

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

The community development software implementation project continued with the Building Department (Malina Wright, Becky Higgins, and Christie Gosneigh), Code Enforcement (Lori Crain), IT (Leon and Patrick) and the vendor Citizenserve. Our focus continues to be directed to integration efforts, specifically financial transaction workflow, document management, and customer portal design.

John and Leon are meeting with the Clerk's Department this afternoon to complete the new Document Management system onboarding process and provide training.

The SCADA network upgrade project continued this week with John working with our vendor BlueAutomation to upgrade servers and network equipment at multiple locations.

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

Staff are working on FY2023 budget preparation and attending to many vendors calls this week.

**LIBRARY SERVICES (Aly Herman):**

We wrapped up interviews this Tuesday for the Administrative Assistant to the Library Director. We have offered the position, and she accepted it. Kourtney Fehr has been named Administrative Assistant to the Library Director. Kourtney currently works in our youth library but starting Monday, May 9, she will be starting her new position. Kourtney has worked for Lady Lake Library for almost two years and Leesburg Library before that. Kourtney is a team player and is always willing to learn and up for a challenge. Congratulation Kourtney!

We had 14,145 patrons come into the library during the month of April. That is a 6% increase than it was in March 2021. We registered 70 new patrons during April. We checked out 10,977 items in April. That is an average of 522 items a day!

Items Checked Out This Month:

<u>Books</u>	<u>Audios:</u>	<u>DVDs:</u>	<u>Periodicals:</u>
Adult: 3,189	Adult: 308	Adult: 998	Adult: 7
YA: 199	YA: 0	YA: 8	YA: 2
Youth: 1,645	Youth: 8	Youth: 175	

Adult paperbacks: 152

Adult large print: 973

Overdrive circulation: includes eBooks, audiobooks, and streaming video: 2540

Ruth has put together an incredible Kentucky Derby display of books and movies in the library's front entrance for all to see and checkout.

We celebrated "May the 4th be With You" on Wednesday in the youth library. We had a great display and even had a replica of BB 8. During Storytime, children got to shake their sillies out and make a special handprint craft for their moms for Mother's Day. Do you have what it takes to be a Lego Master? Friday is Lego time for Ms. Kourtney at 3:30 pm. Join us and have a great time!

This week is Teacher Appreciation Week. We help so many teachers in the community, so shout out to our amazing teachers. As a parent, I know perfect teachers are hard to find. Thank you for love and care you give to our children each day. We truly appreciate that. Thank you!

**PARKS AND RECREATION (Mike Burske)**

No report this week.

**POLICE DEPARTMENT (Chief Robert Tempesta)**

**Announcement:** The Police Department held emergency vehicle operations training this past Tuesday and Thursday at the Lake County Sheriff's Office driving range as part of the department's quarterly in-service training. Officers participated in a series of exercises that focused on evasive maneuvering, driving under stressful conditions, and stop stick deployment for tire deflation of suspect vehicles.

Members of the Police Department will participate in a full activation exercise at the Emergency Operations Center in Tavares, Florida this Friday. This exercise will prepare the county and numerous municipalities along with other agencies to work in unison in the event of a weather related or another catastrophic incident. With hurricane season upon us, this is good time to think about your plan in the event of a storm. It's never too early to start getting prepared.

One applicant was interviewed this week and a conditional offer of employment was extended for one of the open full-time sworn police officer positions.

Please [visit https://www.ladylake.org/departments/human-resources/police-officer-vacancy-announcement/](https://www.ladylake.org/departments/human-resources/police-officer-vacancy-announcement/) for more information on sworn positions. Interested applicants can obtain an employment application on-line. Please submit all applications to Tamika DeLee in Human Resources.

Thank you to Tamika, Audrey, and Julia for coordinating the modified Health Fair.

**Public Safety:** The members of the Lady Lake Police Department continue to stress the importance of remaining aware when traveling through the construction zones on U.S. Hwy 27/441. The traffic patterns and speed limits in these zones will vary creating hazardous driving conditions. Give yourself enough time to reach your destination safely.

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

**Maintenance Department (Ted Williams, Supervisor):** Performed driveway inspections.

**Streets (Kon Scott, Travis Lacey, and Justin Wallace Lead Operators):** Crews performed normal duties including patching potholes and road cuts, litter pickup along roadways, and tree trimming around Town.

Crews replaced faded street signs on Old Dixie Highway. Crews hauled clay and graded West Lady Lake Blvd and the Oak Street right of ways. Crews pressured washed the sidewalks at Town Hall.

**Facilities Maintenance (Albert Rachel, Lead Operator):** 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.

Continued removing equipment and exterior striping from former police cruisers in preparation for upcoming surplus sales as time permitted.

**Utilities — Water and Sewer (Thomas “Butch” Goodman, Supervisor):** Completed Utilities Availability Requests from prospective developers, Certificate of Occupancy close out requests, purchase orders, and work orders.

Future potential development projects coordination is ongoing with the Growth Management Department.

The IT Department and SCADA Integration Vendor, Blue Automations, continued installing new servers and software for the Utilities SCADA system.

**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.

Staff performed work orders and coordinated with high water usage customers.

Staff repaired water service leak on US 27/441 near the Beyers Funeral Home.

**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. Current estimated completion date of Phase One is this month. Phase Two plans and specifications bid opening was April 20<sup>th</sup> at 2:00 PM in the Town Commission Chambers. Three bids were opened and will be reviewed by the Engineer. This item will be on the next Town Commission Meeting Agenda for consideration.

Phase One of the Well 4 and 5 Project, Applied Drilling continued finishing out Well number 4 this week, once completed they will move on to start work on Well number 5 at the elevated tank on N Clay Avenue. Phase two documents and design will be brought to Town Commission for consideration in the coming weeks for bid advertising consideration.

**Administration:**

The Stormwater Master Plan being developed by Wood Environmental for the Town is completed and will be presented to Town Commission on May 16<sup>th</sup>. This master plan is being funded by a grant from the Lake County Water Authority awarded to the Town.

The connector road project between Caroline Avenue and Spencers Lane. The new fence installation is scheduled to take place May 5<sup>th</sup>. After the fence is installed, the road segment will be prepped by Town Staff then opened to the public.

The sewer line extension project on CR 25 from Fennell Blvd to Griffin Avenue being constructed by the Benchmark Group has it currently out to bid. Staff will pass along a construction schedule once received from the developer.

The RFQ for Engineering and Consulting Services proposals were received, opened, and ranked by the five-member selection committee. Six of the seven proposals were selected to begin contract negotiations by the committee. The contracts will be brought to Town Commission for consideration of approval once completed.

The Public Works/Utilities Department currently has three job openings, (Two) Utilities Collection/Distribution Technician I position(s), and (One) Streets/Facilities Maintenance Operator II position. 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.