

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

May 12, 2022

Department Manager's Meeting Shout Out this week goes to Julia Harris; she prevented an unauthorized individual from renting the Community Center Building. It is always nice to get a positive e-mail regarding staff. See the following:

To: Mike Burske, (Director of Parks & Recreation, Lady Lake, Florida)

Please allow me to share a few kind thoughts regarding your "Administrative Assistant", Ms. JULIA HARRIS & her assistance to our History Organization that meets in the Lady Lake Community Building monthly. I have called upon her for help on different occasions pertaining to our meetings that are held at above location and in each instance, Ms. Harris has been the best "City Representative" to work with AND to communicate with at every turn!

She demonstrates the highest level of "professionalism" and "knows how to treat citizens more than I have had the pleasure to witness in many, many years!!!

The City of Lady Lake is fortunate to have such a quality individual who goes out of her way to remedy any problem that she is confronted with, and she sets an example of dealing with and working with the citizenry to the point that ALL other City employees should strive to emulate!

GOD BLESS!

With Full Respect,

J. Peacock, (38 years with Water Resources for City of Greensboro, N.C.) currently residing in The Villages, Florida

Department Manager's Meeting was held Tuesday morning. We reviewed the upcoming commission agenda for the meeting on May 16th at 6:00 p.m. We discussed the tracking of property after an employee leaves employment from the Town and we reviewed the status of town projects.

The National Society of Colonial Dames 17th Century Orange Blossom Chapter will be celebrating the unveiling of the Historical Marker at the Lady Lake Cemetery on Friday May 13th at 11:00 a.m. They have restored many of the stones in the cemetery which is a part of their mission of promoting the historic preservation of sites.

CLERK'S OFFICE (Nancy Wilson):

This week was the last week to enter the Tree Raffle, our final count is 54 entries so just under half the entrants will be winners! The drawing will be held at 5pm on May 16th prior to the Special & Regular Commission meetings.

The Parks & Recreation Board meeting was cancelled this week, but the Planning & Zoning meeting was held on Monday and the minutes are completed. On Tuesday, we began compiling the agenda items for the May 16th meetings and they are now published. Processing of the Special Magistrate agenda has begun.

The bid advertisement for the Train Depot roof replacement has been sent to the Lake Sentinel for publication on Sunday, May 15th. Hopefully, we will have a good showing for this one.

We are in the process of collecting agreements and price sheets from the six organizations that were chosen to provide engineering and other services for the Town. We have received four and are awaiting the other two. Once they are all received, the agreements and price sheets will be placed on the agenda for Commission consideration.

Cross training in the Clerk's office is going VERY well. As Carol & Jackie learn, they are updating procedures which will make future training easier.

FINANCE (Pam Winegardner):

Finance is finishing up the Fiscal Year 2020-2021 audit and the auditor is planning to take the audit for review to Commission in June. The purpose of an audit is to ensure that the town is complying with the laws and regulations and is on sound footing. The audit will note issues in the Letter to Management if any serious issues are found. There is also a statement that management, and not the auditor, is responsible for the information given to the auditor and it is management's responsibility to prepare and fairly present the financial report in accordance with U.S. accounting principles and must be free from material misstatement.

The auditor will not only look at numbers dealing with the town but will also make sure the town has internal controls in place. An example of this is making sure there are two signatures on checks. The town, however, uses a signature stamp with the town manager and the finance director's signatures, but this stamp as part of an internal control, is in the possession of the clerk's office separate from finance who creates the checks. Another internal control is all purchases over \$3,000 must have signatures authorizing the purchase by the department head, the finance director, and the town manager. Separate employees accept and deposit money coming into the town with another employee reconciling the balances of the town books with the bank information.

The auditor does not and cannot look at every piece of information but randomly selects and tests documents, procedures, and different areas each year. The town has not had a management letter comment since the late 1990's and has never been in fiscal emergency.

In my past of auditing, I have seen and heard of governments in fiscal emergencies (running out of money), having theft or having no accounting in keeping the "books". This is proof of the need of regular monitoring such as financial reports sent monthly to the Town Manager and Commissioners, balancing everyday with multiple eyes on all aspects and the reports the Town Manager requires on each department's budgets along with reports to him on projects and anything else of importance. This also includes staff reporting employee problems such as injuries, discipline problems or employees not happy with situations.

The Commission and Town staff is responsible for having the Town of Lady Lake's back besides inspiring teamwork. This is always doing what is best for the town and its many owners to maintain the good reputation of the Town of Lady Lake.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week Growth Management received a minor modification application for the Plaza Professional Center located at 304-314 La Grande Boulevard. The modifications include tree removal and landscaping changes to the properties. Also this week, town staff received civil plans for a new Minor Modification to Site Plans for the Chick-fil-A MNM 05/22-001, on a 1.03-acre parcel located, addressed as 730 North Highway 27/441. The proposed improvements include a 235-square-foot building addition with interior and exterior renovations, a 26-foot by 55-foot dual lane drive thru with aluminum canopy and an addition of two drive-thru menu boards, one multi-lane directional graphic, and a drive-thru order point island.

On Monday, May 16, 2022, the Town Commission will consider a Special Exception Use application for the installation of an LED sign for Big Dan's Car Wash which is located at 135 North Highway 27/441 and is currently under construction. Construction is also advancing quickly at the 7-Eleven Site located at the intersection of Griffin Avenue and Highway 27/441 which also will provide a car wash facility.

Staff issued 48 permits over the last week, and 96 inspections were conducted in the field. The building permit for the 732 square foot addition to the Village Endodontics located at 121 Griffin View Drive has been processed and is ready for pick-up.

HUMAN RESOURCES (Tamika DeLee):

The annual Pollution Renewal application for 2022-2023 has been completed and will be submitted to World Risk. This year Open Enrollment for fiscal year 2022-2023 will be self-service.

More details will be provided at a later date. The Town would like to thank all vendors who donated items to our modified health fair that took place last Thursday.

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 Platt and Patrick Kauper) and the vendor Citizenseve. Our focus continues to be directed to integration efforts, specifically financial transaction workflow, document management, and customer portal design.

Shout out to Leon this week for his diligent effort and attention to detail in accomplishing a successful software integration test on Tuesday morning. Many hours of research, staff and vendor interviews were spent to understand and document our current financial transaction workflows to achieve this result.

Staff successfully used our new meter reading software in production last week. An additional file transfer optimization was completed this week.

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

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

LIBRARY SERVICES (Aly Herman):

This week, Nancy hosted her book discussion group outside on the patio. They read The No. 1 Ladies' Detective Agency by Alexander McCall Smith. Nancy made a red bush tea served over ice, and cookies which were discussed in the book. The ladies who attended enjoyed the new setup and requested to have it outside again next month. Best Buy Geek Squad will be coming tomorrow, Friday, May 13, for their monthly iPad and iPhone class they host for us. They always have an excellent turnout. Did you know the library is an Overeaters Anonymous location? They meet every Friday at 10 am in room 100. If you would like more information, visit <https://oa.org>.

Summer Reading 2022 we are ready for you! Nicole and Kourtney got over 100 summer reading bags prepared for June 1. The Friends of the Library and some located businesses donated money, so we were able to buy items to put in the bags that will make for a fun summer. Each bag includes an event calendar, reading log, chalk, ocean animal sticker, water bottle, mini flashlights, and a pencil. Youth staff went to Little Blessing Preschool to host an outreach Storytime today. They read to three different pre-k classes, which is about 35 students. My daughter attends there, and she loves it when Ms. Nicole and Ms. Kourtney come to read to them. This week was our

homeschool program. MaryAnn from Lake Water Conservation came and taught the class. This is the last one before summer break, and we will resume back in September.

Shout out this week goes to my staff Nancy, Lynn, Ruth, Lisa, LeeAnn, Nicole, Kourtney, and Miranda. We have been through some transitions with positions, and everyone is always willing to help and chip in where they need to be. Thank you again, ladies, for all your hard work.

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. While on vacation the crew did a great job. Van worked with the power company and our electricians to fix a power surge issue that we were having at the Rolling Acres Sports Complex Concession Stand. The issue was blowing out the ice machine and the control panel for our irrigation. Sam has started to add color to the fountains at Heritage Park. This idea has given the fountains a great appearance. Simple details like this add up to great overall appearances. Vicky has been working to eliminate weeds on the sports fields. The fields will have a brown appearance and even bald areas while we work with the fields. This is done every year and this year is no different. Our turf plan fell apart during the pandemic while we were not at work or were having trouble getting supplies. This is our first year since getting back that we are on track.

Neel Schaffer Engineering has sent us the contract and has worked out the details with the contractor. The contract should be signed today and sent back to the engineers. We will be looking at a pre-construction meeting on May 25th. The next part of the project will be learning of the lead times that we will see. As I have stated before we will see long lead times just to get the supplies. It will be worth the effort.

The Train Depot Roof Project is out for bid. I want to thank Nancy Wilson, Town Clerk and C.T. Eagle, Public Works Director, for the assistance in looking over the document. You guys are awesome!

POLICE DEPARTMENT (Chief Robert Tempesta):

Announcement: The Police Department attended the 2022 Rotary "Service Above Self" Luncheon at The Venetian Center in Leesburg on Wednesday, May 11, 2022. Sergeant Devin Daniels and Officer Dennis Pranoskes are the nominees for the overall Lake County Officer of the Year Award. They both received a plaque for their nomination from the Leesburg Rotary. They were presented lifesaving awards at a commission meeting this past November for saving a female who attempted to commit suicide by hanging herself. The American Legion will host an award ceremony for these officers at a meeting in June (date TBD.)

Members of the Police Department will attend the Peace Officers Memorial Ceremony this Sunday, May 15, 2022, at 2 pm at The Villages Veteran Park. The names of the fallen officers during the year 2021 will be read at the ceremony. These officers simply left for work, like they did each day, but did not return home from their shift. Their dedication, sacrifice, and public service are a few words that can express these reasons that they chose law enforcement for their career.

There is one applicant processing for a full-time police officer position. Please visit <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.

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

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

Finalized quotes for the Roof Replacement Project at Town Hall and the Police Department Buildings. Purchase order issued, currently scheduling work with the contractor.

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.

Travis, Truman, and Jordan stained the outside benches and painted the Utilities Bills Dropbox at Town Hall.

Travis' and Justin's crews started preparation work on the connector road between Caroline Avenue and Spencers Lane by removing a dead tree and grading the roadway. Filled in and graded some wash out areas on Booker Street. Moved some furniture as requested at the library.

Kon's Crew continued work on the dirt road behind the Public Works Complex, hauled and graded dirt and clay.

Facilities Maintenance (Albert Rachel, Lead Operator, and Mary Levesque, Operator 1):

Continued working on landscaping at Town Hall, Public Works, and the library. Painted poles near the drop box and completed other work orders at the library. Cleaned windows and completed other work orders inside the Police Department.

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

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

Completed 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.

Completed and submitted the Pollution Renewal Application for PRM.

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 non-pay disconnects, re-connects, and work orders.

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. Currently testing the system, estimated completion date of Phase One is this month. Phase Two plans and specifications bid opening was April 20th at 2:00 PM in the Town Commission Chambers. Three bids were opened and have been 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 have finished out Well 4 this week, they will mobilize to start work on Well 5 at the elevated tank on N. Clay Avenue next week or so. Phase two documents and design can now be finalized and 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 16th. This master plan is being funded by a grant from the Lake County Water Authority awarded to the Town.

The sewer line extension project on CR 25 from Fennell Blvd to Griffin Avenue being constructed by the Benchmark Group, bids have been received by the developer. 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 received by Town Staff.

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.