

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

May 19, 2022

DEPARTMENT MANAGER'S REPORT: (William Lawrence)

Other than these reports, the Town Manager has no other business to report.

CLERK'S OFFICE (Nancy Wilson):

The 2022 Arbor Day Tree Raffle was conducted this week. The Commissioners chose names from the spinning raffle drum and 25 lucky residents won a \$200 gift certificate to use at Fairfield Farms Nurseries. The money for the gift cards comes from developers who are not able to meet the Lady Lake tree planting requirements and as a result, donate to our Tree Bank.

On Monday, Special Commission and Regular Commission Meetings were held. All post processing including transcription of the minutes has been completed. I am almost finished writing the ordinance to repeal the collection of business tax receipt fees; it will be on the June 6th meeting agenda. This is a move that will foster a welcoming business environment.

On Thursday, a Commission Workshop was held to discuss the possibility of moving the Growth Management Department to the library which would obviate the need to construct a new building to accommodate the departments' growth.

The agreements and fee schedules have been received from companies who responded to RFQ 2022-001 to provide continuing engineering services, et al, for Lady Lake. This will be placed on the upcoming agenda.

Lady Lake's 2022 election qualifying will run between August 15, 2022 at noon thru August 19, 2022 at noon. We do not hold a primary election so the candidate who has the plurality of votes on November 8th is the winner.

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.

Budget is an ongoing process between Finance and the departments. Dawn in Finance is checking year to year processes to ensure all are needed and if budgeted, are at the correct estimated cost. A big "atta boy" to Dawn Woods for her work ethic and due diligent in questioning costs in our budget and keep the budget at the best estimated costs as can be.

Finance is closing out the Wastewater Grant that was reported by CT Eagle at the last commission meeting. We are preparing for the required audit for this grant and have accumulated copies of all paid invoices and the report from our system that shows this grant was properly put in the correct general ledger fund and had the proper expenditures.

When the town is audited by grant providers, the town has come up with high marks due to proper attention to detail by department heads and finance staff.

In tracking construction costs for our projects that span several years, we have been given high marks for tracking by our auditor due to the work performed by Becky Hewett. When I became Finance Director seven years ago this July, I asked Becky to join me from customer service (Utility Dept) to finance. Becky has continued to prove that she has a good work ethic and is very detail oriented in handling the many invoices and tracking projects besides handling the large list of Capital Assets.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

On Monday, May 16, 2022, the Town Commission approved the 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. Staff will be drafting an ordinance to limit the hours of construction within residential zoning districts, as well as an ordinance to adopt new commission ward boundaries as a result of the discussions of the commissioners at Monday's meeting as well.

This week the building department received plans for water treatment plant #2 for the Water Oak Hilltop Expansion, including a tank, utility building, and electric work in the scope. A remodel of suites 201-207 of the Sabal Palms building at 510 Highway 466 has been permitted and ready for pick-up by the contractor. A medical office remodel at 809 Highway 466, Spine Intervention Specialist, has been permitted and released this week as well. The La Hacienda Hotel at 1201 Avenida Central has received a Certificate of Completion for all buildings.

Staff issued 48 permits over the last week, and 84 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee):

This past Wednesday, May 18th a potential police officer applicant was interviewed. A conditional offer of employment letter was offered and accepted. Today two applicants will be interviewed for the Library Assistant I-Circulation (Youth/Adult) position.

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

The Town experienced a lightning strike on Sunday afternoon that resulted in multiple equipment failures and extended service outages. The majority of our services were restored by Monday evening; however, a few telephone circuits continue to remain down at this time.

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 Citizenserve. Our focus continues to be directed to integration efforts, specifically financial transaction workflow, document management, and customer portal design. Additional data migration validation effort has continued as well.

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):

May is Mental Health Awareness Month. Ruth has made a fantastic book display with a bunch of helpful information. Stop by and take a look. We just finished our schedule for our 2022 Summer Reading programs for adults. You can pick up your calendar at the front desk.

This week in Storytime, the children made spaceships with an alien inside using paint and their handprint. Using paint is an excellent exercise for children to help improve sensory experience. We had 24 children and 22 adults attend our Storytime this week. Today Nicole and Kourtney when over to Villages Elementary School to make a special announcement on their morning show about summer reading and drop off a bunch of calendars for children to take home.

The Chamber of Commerce hosted a new member luncheon in our meeting room. It is always so nice to be able to work with the Chambers as they do so much for the community. Coping with Dementia hosted their "The ABC's of Dementia" program. This is such a fantastic program and gives so much valuable information and resources to people in the community.

Calendar of the youth events can be found on our Facebook page, facebook.com/ladylakelibrary.

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. Brad and Sam trimmed the trees at the playground while Vicky planted new plants at the Log Cabin. We have continued to treat the sports fields and perform simple tasks. The Parks Director has scheduled the pre-construction meeting for the trail project on May 25th. The meeting will start at 10AM in the Commission Chambers.

POLICE DEPARTMENT (Chief Robert Tempesta)

Lady Lake Police Officers continue to conduct traffic enforcement in the ongoing U.S. Hwy 27/441 construction project.

On Sunday, May 15th, members attended the annual Law Enforcement Memorial Service at Veterans' Park. The names of all 617 law enforcement officers killed in the line of duty last year were read during the ceremony.

The police department currently has four openings for Police Officer. We have one applicant in the background check process, and we were able to provide a conditional offer to another candidate this week. Members are continuing recruitment efforts at local police academies.

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

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

Justin's Crew performed normal duties including patching potholes and road cuts, litter pickup along roadways, and tree trimming around Town. Repaired hose on gas pump behind Town Hall.

Travis, Truman, and Jordan repaired equipment in the work out room at Public Works, continued preparation work on the connector road between Caroline Avenue and Spencers Lane by installing a lime rock base and grading the roadway. The gates will be removed, and safety signage installed this week. If all goes right, the road will be open to the public this week.

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. Completed work orders at Town facilities.

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, 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 re-reads, work orders, distributed door hangers, and installed new water meters.

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 of the project has been awarded to the contractor, PWC, contract signing and documentation coordination in process. Pre-construction meeting and schedule to follow.

Phase One of the Well #4 and #5 Project, Applied Drilling have finished out Well number 4 and are mobilizing 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 in the coming weeks for bid advertising consideration

Administration:

The Public Works Complex was hit by an apparent lighting strike this past Sunday afternoon. The hit caused major damage to a lift station, gate opener, fire alarm system, computer networking equipment, phone system, and various other electrical items throughout the complex. Repairs on these multitude of items are either completed or in process. Once invoices are received for the repairs, we will coordinate with Human Resources/Risk Management on an insurance claim.

The Stormwater Master Plan being developed by Wood Environmental was approved by Town Commission on Monday night. Discussions with Town Commission regarding implementing a Stormwater Utility to follow in the coming months.

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

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 new traffic lane shift on the south end of Town is scheduled for May 26th.