

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

June 2, 2022

DEPARTMENT MANAGER'S REPORT: (William Lawrence)

The Town Manager is at a conference this week. He has reviewed the department managers' reports prior to publishing.

CLERK'S OFFICE (Nancy Wilson):

The agenda for the June 6, 2022 meeting was compiled and published after the manager's meeting on Tuesday. The queue for lien requests was emptied and the Clerk's monthly report was completed and distributed. In her investigative capacity, Jackie located a printer who will print our letterhead envelopes at one-third the price of our previous printer so that order has been placed. Carol is reviewing old files can be destroyed based on retention time and is getting up to speed on records schedules and retention requirements. In the fall, both she and Jackie will "attend" a Records Management Training webinar hosted by the FDOS Division of Library and Information Services.

And in case you did not hear, Johnny Depp won his defamation case against Amber Heard

FINANCE (Pam Winegardner):

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week the Growth Management Department received an application for a minor modification to the UNOVA Health Clinic located at 539 Rolling Acres Road The applicant has proposed to remove one of the three existing loading zones and establish a new emergency generator, to install a new aluminum canopy system to cover sidewalk(s), and to realign ADA Florida Accessible parking spaces and eliminate two regular parking spaces.

A zoning clearance and business tax receipt was issued to BeeZbee Sugar and Waxing which will be located at 993 South Highway 27/441 on property shared with Too Your Health Spa.

Next week, Lori Crain will be attending the Florida Association of Code Enforcement annual conference in Orlando, Florida. Lori serves as the Town of Lady Lake's Code Enforcement Officer and assists the building department and planning and zoning with compliance issues within the Town, as well as helping property owners preserve their property values through keeping our neighborhoods well maintained. Thank you, Lori, for all your efforts.

Staff issued 39 permits over the last week, and 74 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee):

No report this week.

The Town of Lady is currently hiring in the following departments: Public Works, Utilities, I.T., Library, Parks & Recreation, Growth Management, and Police. For more information, please visit www.ladylake.org.

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 (John Pearl, Leon Platt and Patrick Kauper) and the vendor Citizenseve.

Our focus continues to be on completing our integration efforts and identifying data migration issues. Customer portal website development efforts continued.

Leon attended training with the document management software vendor MCCi on Tuesday.

Leon has emailed reference requests to several recent Tyler Technologies Incode customers. We anticipate organizing a site visit with a local municipality soon.

Patrick is attended training with GIS vendor ESRI today and tomorrow.

The IT Department currently has a Security Analyst position opening. Please see the Town's website or contact Human Resources for more information.

LIBRARY SERVICES (Aly Herman):

I first want to shout out my amazing staff. We had a little girl who lost her favorite stuffed animal in the library and was crying about it. All staff stopped what they were doing and helped find this little girl's stuffed animal. This kind of teamwork makes me so proud to have such outstanding staff. They are always going above and beyond to help anyone that comes into the library.

The library participated in the county's Food for Fines program during May. We received over 1000 items, which will be donated to the Lady Lake Food Pantry today.

We can tell school is out for summer, and our youth library door count has doubled within three weeks. Next week is the official start of the 2022 Summer Reading Program. The theme is Oceans of Possibility, and the staff has done an outstanding job decorating the library to fit the theme. Make sure to stop by and see the adult and youth library, and it will make you feel like you are under the ocean.

Here are a few May stats:

Total Number of Registered Patrons—14,198; Last Year—13,351. That is 6% increase from 2021
Monthly Patron Usage of Library (Door Count)—10,873; Last Year—9,910. That is 9.7% increase
from 2021

Today is Miranda's last day working here at the Lady Lake Library. Miranda and her family are
moving to Gainesville, FL, for an exciting new opportunity. We will miss Miranda as she was a huge
asset to our library family. This is not a goodbye; it is a see you soon.

2022 Summer Reading programs' schedules are ready to be picked up! You can pick up your
calendars at the front desk.

The library has two Library Assistant I Circulation Adult/Youth positions open. You can apply at
www.ladylake.org

PARKS AND RECREATION (Mike Burske):

No report this week.

POLICE DEPARTMENT (Chief Robert Tempesta):

The Lady Lake Police Department is pleased to announce the newest member of the K9 Unit has
arrived! K9 Fast is a golden retriever that specializes in tracking of missing persons and narcotics
detection. A "meet and greet" will be scheduled for June 9, 2022 at 10:00 AM in the Town Hall
Commission Chambers.

There are two applicants processing for full-time 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 online. Please submit all applications to Tamika DeLee in Human
Resources.

Hurricane Season is upon us in Florida. The 2022 Atlantic hurricane season runs June 1 through
November 30, 2022. Forecasters at the NOAA predict anywhere from 14 to 21 named storms with
six to ten of those storms becoming hurricanes and three to six becoming major hurricanes [NOAA
predicts above-normal 2022 Atlantic Hurricane Season | National Oceanic and Atmospheric
Administration](https://www.noaa.gov/news/predicts-above-normal-2022-atlantic-hurricane-season/). The time to prepare for the hurricane season is when you have time and are not
under pressure. The Lady Lake Police Department would like to encourage all residents to begin
preparations for this anticipated busy hurricane season now, before the season gets into full
swing. Factor in current shortages on items and you can be certain that this may affect people
leading up to any weather-related emergency.

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

Maintenance Department (Ted Williams, Supervisor):

Performed driveway inspections.

Roof Replacement Project at Town Hall and the Police Department Buildings. Project to begin in the coming weeks.

Town Hall Commission Chambers Flooring Project, materials ordered. Project to begin in the coming weeks.

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' and Justin's Crews removed and replaced a curb on Whitney Way that was damaged by tree roots from a large Oak tree. They are currently repairing the roadway that was also damaged by the tree roots.

Kon's crew worked on hauling dirt and grading the dirt road behind Public Works when time permitted.

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 making improvements to 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.

Staff repaired a fire hydrant at 229 S US Hwy 27/441 that was damaged in a car accident. They also repaired a broken water service on Spencers Lane.

Storm preparations continued this week for Hurricane Season, ran and tested emergency generators, and topped off fuel.

Implementation of the new meter reading system, Neptune 360, continued this week. The program is currently running well and thanks again to the IT Department for their efforts on this.

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, electricians finalizing work. Final testing is taking place. Phase Two of the project has been awarded to the contractor, PWC, contract signing and documentation coordination in process. Pre-construction meeting scheduled for June 16th, work schedule to follow.

Phase One of the Well #4 and #5 Project, Applied Drilling have finished out Well number 4 and have started 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:

Hurricane season is upon us. All Public Works and Utilities Staff are taking measures to ensure that we have working equipment and supplies to respond to any disaster type of situation. Along with the Police Department, we are usually the first ones out and the last to leave in response to an event. Just a reminder to everyone to prepare ahead of time, know where to go, what to do, stay current on weather conditions, and be aware of the impacts an event can have on you and your family. Most of the staff here were involved in the response and clean up efforts after the “Groundhog Day” tornado that struck Lady Lake in 2007. They saw the full impact of a devastating event which caused loss of life and total destruction. So, it can happen here, and it can happen to you. Please plan ahead of time and stay safe.

The sewer line extension project on CR 25 from Fennell Blvd to Griffin Avenue being constructed by the Benchmark Group, the project has been awarded to Miller Pipeline. Pre-construction meeting set for June 2nd, work schedule to follow.

The Public Works/Utilities Department currently has three job openings, there are two open positions for Utilities Collection/Distribution Technician I, and one open position for Streets/Facilities Maintenance Operator II. 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.