

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

July 21, 2022

DEPARTMENT MANAGER'S REPORT: (William Lawrence)

This week's shout out goes to Dawn Woods in the Finance Department. Dawn has done a great job with the excel budget worksheets and putting the proposed FY 2023 Budget Workshop books together. Another Great Job, Dawn! I would also like to mention our Staff Assistant in the Clerk's Office, Jackie Schilling. Jackie is always smiling and is willing to help all of us. Leon and Jackie have improved the upcoming monthly reporting system with charts, and she did a great job framing the new photos of the commissioners displayed in the lobby.

Pam and I met with our auditor, Chet Ross of Shumaker, Johnston & Ross, PA on Wednesday afternoon. The Independent Auditor's Report indicates that the Town has complied, in all material respects, for the year ended September 30, 2021 and is in good financial shape. There were no significant findings or recommendations made. Chet made no recommendations to improve the Town's present financial management, accounting procedures, and internal controls. Chet did not discover any violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse that influence the financial statements. Great Job, Team!

Chamber of Commerce: I met with Leslie DiCesare, Executive Director on Thursday morning. We discussed the upcoming lease agreement and Farmer's Market issues to make sure the Town and the Chamber are on the same page.

CLERK'S OFFICE (Nancy Wilson):

For once, I do not have much to say. There is nothing new to report in the Clerk's office.

FINANCE (Pam Winegardner):

During the second week of every month, the Town schedules disconnects for those customers who did not pay their water/sewer bills the previous month. Good fiscal management of the town's resources includes charging for services and monitoring the collection of those charges. This results in good stewardship and provides a source of revenue for the Town to maintain its utility system and to support other needed services for the town.

Before disconnect day, the two employees in Customer Service run a list of accounts that are unpaid. Businesses are called to alert them that their water may be shut off and residents are emailed; door hangers are then distributed to remind customers that disconnect day is coming up.

In July, over 150 accounts were delinquent. As a result of the extra work these two Town employees scheduled around their regular duties, this list was down to 38 accounts. As of this writing, only 6 remain delinquent the day after disconnects.

The next step in the process of encouraging our customers to make their accounts current is to see if the outstanding delinquent accounts pay within the week after the due date. If not, we issue a letter to the homeowners informing them that the Town will put a lien on the property if the bill is not paid within the next 30 days. After homeowners are given about 60 days, the Town puts a lien on the property. This lien stays with the property even if it is sold.

Customer Service informs our patrons that if they call and need more time, the Town is glad to accommodate them by not disconnecting them. If our customers need a payment plan, the Town again is glad to work with them and only asks for a phone call to keep us informed.

A big shout out to Kathy and Mena who as a two-person department keep things running on time and like clockwork. Customer Service is part of the Finance Department who fills in when Kathy or Mena is on leave. Cross-training is very important to doing more with less.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department has received applications for annexation, large-scale future land use amendment, and rezoning for the Reserve at Hammock Oaks. The project includes the annexation of 172.07 acres, and an overall development of 329.96 acres. A total of 770 single-family homes and 550 townhomes have been proposed for the development.

On Monday, July 18th, the Town Commission approved zoning and land use entitlements for the Burgland Development project on Rolling Acres Road. The project consists of 24.75 acres and proposes 49 single-family units and 80 townhomes. Also adopted on Monday was the Town's Construction Noise Ordinance which prohibits construction between the hours of 8 p.m. and 7 a.m.

The building department approved plans this week for the modifications at the UNOVA Surgery Center at 539 Rolling Acres Road as well as the plans for a Town park located at Old Dixie Highway and Lady Lake Boulevard. Big Dan's Car Wash on Highway 27/441 has begun requesting final inspections for their project which should be complete in the very near future.

Staff issued 46 permits and 71 inspections were conducted in the field over the week.

HUMAN RESOURCES (Tamika DeLee):

The Town of Lady Lake would like to welcome Alexandra "Dana" Stone to the team. She is our new Library Assistant I in Adult/Youth Circulation.

The Town's Human Resource department has received benefits renewal figures for FY 2022-2023. The quote received shows that medical premiums increased by 5% and dental did not increase. The Town of Lady Lake Tuition Reimbursement policy was approved this past Monday, July 18th.

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 Citizenserve. It was a busy week with many tasks continuing simultaneously.

Leon continued to lead the data validation effort, providing a new export of our current system to the vendor. Development and testing continued of payment export files, escrow, refunds, and abatement invoicing. Effort was given to further optimizing the Special Magistrate packet production process. We are continuing to prepare Code Enforcement for the user acceptance testing (UAT) process.

Multiple staff are scheduled to meet with vendor SML, Inc. on Monday morning to begin our effort of preparing the document warehouse at the library for digitization and offsite storage.

Staff are attempting to schedule a site visit to Groveland, FL. soon to solicit their feedback regarding their ongoing implementation of Tyler Technologies Incode software. Information gathered will be included in our reference report to the Steering Committee.

Leon met with Town Clerk's Office (Jackie Schilling) to continue development of a data warehouse and report design for Clerk's Report information.

The SCADA network upgrade project continued this week with John updating the configurations of network equipment at multiple locations.

John is scheduled to begin a new network security infrastructure project for the municipal and police local area networks this Friday. This effort will continue throughout the weekend.

John and Patrick met with vendor AximGEO on Tuesday to begin planning for the GIS service re-platforming project scheduled to begin next month.

Patrick worked with Pam Winegardner on the biannual review of the Florida Department of Revenue MatchPoint addressing file related to communications services tax revenue.

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):

Our two new employees have started and are doing an excellent job and fitting in great. Dana Stone has been doing a lot of front desk training and shelving. Penny Richardson comes to us from Leesburg Library and has 18 years of youth library experience. Penny does not need much training with the computer system since it is the same as Leesburg, but she getting to meet patrons, helping with programs, and just finding her groove here. Again, we are happy to have Dana and Penny as part of the library family.

AMAC Foundation finished its three-week series, "Sudden Death: Are You Prepared." For more information, check out their website at <https://amacfoundation.org/events>.

Ruth's Round Table of local authors met this week. Nancy hosted her quarterly "Book Talk" also this week. The book talk is a great place to come and get recommendations on books you may not think about reading.

Best Buy Geek Squad will be on the second floor this Friday for their monthly iMac class at 9:30 am.

Wednesday, July 13, we had a "Dogs Day of Summer" storytime. Ms. Nicole read stories and sang songs, and the kids got to make funny dog surfing crafts. We had a lovely group of 33 people.

Last Thursday, July 14, we had Jackie Manna Puppeteer. Jacki's is a comedy crew of puppets and marionettes. She had the entire audience laughing hysterically. We had 80 in attendance.

On Wednesday, July 20, the performer we had scheduled canceled at the last minute. We called Denise Williams from Lady Lake Animal Control, and she was so kind to come in and bring some kittens and a guinea pig. Kids got to ask questions and even got to pet the kitten. Huge shout out to Denise Williams. We had 40 in attendance.

Today, we have Zoo Mom Science. Laura has fun, hands-on wildlife and so much more. We are looking forward to hosting Laura and her reptiles.

Remember, Friday, July 22, we have baby Storytime at 10:30 am and video games at 3:30 pm.

Next Wednesday, Lady Lake PD is hosting a Bike Safety event at 10:30 am. Then we are finishing our children's summer program next Thursday with an end-of-summer ice cream party sponsored by The Friends of The Lady Lake Library.

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance including mowing, trimming and trash detail. Brad and Sam are currently working to replace rotting areas on the deck and the Train Depot. Their efforts will save the Town a lot of money by not having to hire a contractor. Vicky is fertilizing the baseball and soccer fields. The Parks and Recreation team has done a great job in eliminating a lot of weeds that had invaded our sports fields. I predict that

the results for the Fall season will be very good. We, by far, are the smallest recreation department in the area. On the flip side, we take great pride at how many look to us as an example.

On Wednesday, I met with the site foreman and some of the workers at the trail project. The trail alignment looks great. They are doing a very good job in keeping off of the tree roots with the historic trees. The trail has been slightly moved in one direction or another to assure the health of the trees. This will not show up as a change order but will be seen on the As-Built plans. We will see Old Dixie Highway closed in sections next week, but only in front of the park. The contractor will be tying-in the water during this time. Public Works will be accepting 2k yards of fill dirt from the project as we are accepting it and the contractor is not giving it to a third party. As of now, the neighbors I have spoken to are happy to have the park. They were worried that they would get a strip mall or some sort of commercial development. I explained that the trail would be lit at night, and they relayed that they were happy about that.

I have sent the new lease agreements to the clerk's Office. I want to thank Carol for her time and effort in reviewing them and clarifying the payment terms to reflect the two-year terms that were implemented at the previous renewal. You should be seeing these on the agenda at the first meeting in September.

The Director has been working with Texas Roadhouse to make sure that their insurance is in order for the Blues Concert. Tamika with H.R. is following up with our insurance company to make sure that we are good to go for the concert and alcohol sales.

POLICE DEPARTMENT (Chief Robert Tempesta):

The Police Department currently has two openings for full-time Police Officer positions.

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 Safety:

Carbon Monoxide is called the invisible killer. It is a colorless and odorless gas often striking victims catching them off guard or while sleeping. It is poisonous and can cause headaches, fatigue, shortness of breath, nausea, and dizziness. In severe cases, exposure to this gas can cause neurological damage, mental confusion, vomiting, loss of muscular coordination, loss of consciousness, and death.

Prevention and Protection:

- Have a battery operated or battery backup carbon monoxide detector in the hallway near each sleeping area in the house. A carbon monoxide detector in the workplace is a good idea as well. Check the batteries monthly.
- Never warm vehicles in a closed garage, especially if it is an attached garage. Carbon monoxide will build up quickly even if the garage door is open.
- Do not use generators inside your home, garage, or near the outside of windows, doors, or vents.
- If you suspect carbon monoxide poisoning, immediately leave the area, and move outside.
- When a Carbon Monoxide alarm sounds, immediately move outside and call 911. Make sure all people are accounted for.
- Report any complaints of nausea or dizziness.
- Do not reenter the premises until emergency responders clear the building and deem it safe.

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. Permits obtained, materials being delivered today the 21st, and weather permitting installation will start on Monday the 25th.

Town Hall Commission Chambers Flooring Project: back ordered materials have been delivered. Project to begin in the next two weeks.

Finalized the annual resurfacing project list which will be brought to Town Commission on August 1st for consideration.

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

Crews performed normal duties including patching potholes and road cuts, litter pickup along roadways, cleaning storm drains, mowing right of ways, and tree trimming around Town.

Facilities Maintenance (Truman Henson, 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.

HVAC unit in Town Hall repaired and load balanced for temperature control.

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.

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.

Performed weekly tests of generators and emergency response equipment.

Made repairs on Flow Meter at the Wastewater Treatment Plant.

Boil Water notice issued on a portion of Guava Street, contractor for Big Dan's Car Wash broke a two-inch water line. Repairs made; notice lifted.

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, startup was successful, one of the two new pump motors is defective, coordinating warranted replacement motor installation prior to system being placed in service. Phase Two of the project has commenced with site prep, the estimated completion date is late Spring 2024.

Phase One of the Well #4 and #5 Project, Applied Drilling have finished drilling Well number 4 and Well number 5, the wells are currently being purged, tested, and developed. Completion is estimated in August. Phase two documents and design will be brought to Town Commission in the coming weeks for bid advertising consideration.

Administration:

The sewer line extension project on CR 25 from Fennell Blvd to Griffin Avenue being constructed by the Benchmark Group has begun, trees are being cleared prior installation of the new sewer line.

Congratulations to Truman Henson for his promotion to Facilities Maintenance Lead Operator from Operator II.

The Public Works/Utilities Department currently has four job openings:

- Two open positions for Utilities Collection/Distribution Technician I

- Two open positions for Streets/Facilities Maintenance Operator II

Please see the Town's website or contact Human Resources for more information, 352-751-1524.

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.