

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

**By Bill Lawrence, Town Manager**

**February 9, 2023**

## **DEPARTMENT MANAGER'S REPORT (William Lawrence):**

**This week's shout out goes to Jan Miller** of the Lady Lake Police Department. They hosted a Scam and Fraud Seminar at the Lady Lake Library last week. This event was well -attended and had great reviews, one review being from Commissioner Kussard who also attended. Jan did a great job organizing and promoting the event, like she always does. She is also known for her great negotiation skills. Great Job!

**Expense Report:** 5 months into the fiscal year indicates that our general fund should be at 42% spent or less. Currently, the general fund indicates 28.6% spent. The Department Managers do a great job in finding the best deals.

**The Community Building Workshop** will be held on Thursday, February 16th at 4:00 p.m.

**The Library Expansion Workshop** will be held on Tuesday, February 28th at 4:00 p.m.

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

Three advertisements were created for two projects: two were necessary for the CDBG grant (engineering services and grants administrator). An ad for the water treatment plant was provided by Mittauer and all were posted. 1400 emails have to be sent to minority/women/veteran owned businesses and those have been created and will go out on Monday.

The February 6 Commission meeting wrapped up, February 13 Planning & Zoning Board meeting agenda packet distributed, February 16 Workshop agenda distributed, and the February 22 Commission meeting compilation has begun.

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

The Town of Lady Lake is getting close to the finish line with our annual audit. Audits are very important for the residents to be assured that the town is spending the money wisely, according to the law and is not overspending.

What is the purpose of a government audit?

Government auditing standards are used **to conduct financial audits and performance audits of government entities and entities that receive government awards**. Performance audits are used to measure the performance of a project or program against previously defined objectives.

What are the main reasons for an audit?

## **Reasons for Audit**

Prevent deliberate misstatement of fact.

Ensure the judgment decisions are not unduly biased in favor of management.

Ensure records are dependable.

Ensure generally accepted accounting principles (GAAP) have been consistently followed.

Ensure that the disclosure is complete.

What are the advantages of government audit?

Government audit: Audit of government organization is known as government audit. Advantages:

(1) Job security (2) More exposure to knowledge. Forensic audit: Audit to establish a fact about the misuse of power, conflict of interest, fraud, etc. is a forensic audit.

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

On Monday, the Town Commission granted approval of Resolution 2022-120, a variance to allow a minimum of a 5-foot rear yard setback for the entire Pine Brook Village Mobile Home Park for lots addressed as 601-690 Pine Brook Circle.

The Growth Management Department issued the Development Order this week for the Rolling Acres Reserve Apartments. The development is located on Highway 466, just west of Rolling Acres Apartments, and will contain 92 units. A minor modification application was also received this week for a 656 square feet addition of bar area to the Sharon Morse Performing Arts Center. The establishment, referenced as Blondies, will be an outside seating bar area oriented toward Main Street and the square on Spanish Springs.

The building department received revisions to the building plans for the Van Patton House Apartments; also, the building plans for Sketchers, located in the vacated Pier 1 Imports store, were approved and issued this week to the contractor.

This week, staff issued 50 permits and 91 inspections were conducted in the field.

## **HUMAN RESOURCES (Tamika DeLee):**

The Human Resources is hitting the ground running for the month of February. Two new hires are scheduled to start on Monday, February 13<sup>th</sup>. Background checks for the Communication Director position are still on going. An interview for Public Works Operator I position is scheduled for today. Let the good times roll! May everybody have a safe/fun Super Bowl LVII weekend!

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

IT (John and Leon), Code Enforcement (Lori and Denise), and vendor Citizenserve met to discuss strategies and changes to optimize the current Special Magistrate packet production process. Weekly meetings are scheduled through the month.

IT (John and Patrick), Public Works (CT Eagle), and vendor Magellan Advisors met to begin the Fiber Wide Area Network (FiberWAN) Design and Engineering project. Milestones and timelines were discussed and agreed to. Staff anticipate the completion of the design project in September.

John completed two days of advanced instructor-led training on a specific Identity and Access Management technology used by the Town.

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):**

A new month means monthly statistics come out. I really enjoy seeing how much we have grown as a library in just one month. January, our door count was 13,139. There were 588 new materials added to the library, and we had 102 new patrons register for a library card. Those who got a library card started a lifetime of adventures.

AARP tax aide is on week 2 of tax preparation help. On average, they have filed 22-27 tax returns. If you still need help with taxes, you can make an appointment online at [www.villagestaxaide.com](http://www.villagestaxaide.com).

This week our Friends of the Library bought our youth library a freestanding wooden pretend grocery store. It comes with pretend food, money, an apron, and shopping bags. This has been a HUGE hit in the library. The amount of feedback from the parents and children about it has been great. Shout out to LeeAnn for being so handy and putting it together for us.

Today I went into storytime to hand out Valentine's Day cards to the kids. There wasn't an empty seat in the room with children and parents. As the children were doing their crafts, I heard a mom tell a new visiting mom how much they love our library, and she drives 30 minutes just to come to storytime. She feels so welcome, and it's wonderful that the library staff remembers the children and greets them by their names. We all work hard to build that extra connection with our patrons, regardless of age. Anyone who steps foot into our library should feel essential and valued.

Please check out our Library Facebook page [www.facebook.com/lakelakelibrary225](https://www.facebook.com/lakelakelibrary225) to see all the programs in the Library.

### **PARKS AND RECREATION**

I would like to start off by thanking Mr. Mayfield. I emailed him about using his property that is located south of Sportsman's Warehouse for the fireworks. He gave us and the fireworks company permission to utilize his vacant property for the show. This will give us a huge viewing range and

the parking in the shopping centers. I will be reaching out to Marty with Benchmark in the near future as it is his properties that will receive the most spectators.

The Parks and Recreation maintenance staff have been working to pull weeds at the Community Building. Vicky spent the better part of a day pulling weeds while Brad, Sam and Scott mulched the beds in front of the building. Vicky is currently working to eliminate weeds at the Log Cabin. We had our new soccer goals come in; Sam and Scott were quick to assemble them. The crew worked to move the soccer goals at the request of the Lady Lake Soccer Association.

The Snooky Park Project is going well. I will be ordering the picnic tables for under the shelter. We will save the 10% mark-up by ordering and installing them ourselves. We noticed the thrift store trying to use the parking lot. It was conveyed to them that the park is not open.

We will see the Lady Lake Farmers Market come back on February 14<sup>th</sup>. I have had many calls and predict a good first day. I will be meeting with a Bar B Q today concerning set-up.

The Community Building is doing well. It is a busy building that we outgrew many years ago. This is a huge reason why I have been pushing for the recreation center for the last two decades. We have a dire need for meeting space and the ability to house those who make the Town a much better place to live. Concerning the gifting of reduced and free rates to the organizations utilizing the building, I am going to ask that we do not gift or give reduced rates to any organization on a Friday, Saturday or Sunday. The Town will have an opportunity cost of hundreds of dollars per month for any of these days. Monday through Thursday we have a lesser demand, so it really does not hit us as hard. Even with these three days we may come closer to breaking even but it will still be a challenge. We have many great organizations in Town, and I would love to be able to hand them the keys to use the building as they please, but we need to dictate when we have free days and not vice versa. We also need to focus on not duplicating services in the building.

#### **POLICE DEPARTMENT (Chief Robert Tempesta):**

The Police Department would like to welcome Nicholas Lesses and Jonathan Parker to the Town of Lady Lake. They both start on Monday, February 13, 2023. Nicholas is taking on the position of a sworn Police Officer. Jonathan is taking on the position of Animal Control Officer. We wish them both the best as they start their new careers.

The Police Department currently has four openings for full-time Police Officer positions. Two candidates are near completion with their medicals and will be starting soon. Please visit <https://www.ladylake.org/departments/human-resources/> for more information on job opportunities with the Police Department. Interested applicants can obtain an employment application by contacting the Human Resource department. Please submit all applications to Tamika DeLee in Human Resources.

#### **PUBLIC WORKS/UTILITIES DEPARTMENTS (C.T. Eagle, Director)**

**Maintenance Department (Ted Williams, Supervisor),**

Performed driveway apron inspections, performed project plan reviews, and coordinated with residents on concerns.

Continued sending surplus vehicles, equipment, and other items to the auction vendor. Link to auction site can be found here, <https://www.ggauctionsonline.net/Public/Auction/All>

**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.

Removed and replaced cracked sidewalk segments on Old Dixie Hwy.

**Facilities Maintenance (Truman Henson, Lead Operator and Tanner Edwards, Operator II):**

Staff completed multiple work orders at Town facilities; replaced lighting with new LED fixtures at the Library and Town Hall.

Assisted with loading office surplus items going to auction.

Continued performing mowing and landscaping activities at Town Hall, Public Works, and the Library.

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

Staff continued 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, project plan reviews, Certificate of Occupancy close out requests, purchase orders, and work orders.

Future potential development projects coordination is ongoing with the Growth Management Department. Projects including, Rolling Acres Reserve Apartments, Boulevard Oaks Subdivision, Getting's RV Storage, Lake Ella Estates phase one final plat, and 2 phases of the Hammock Oaks Development.

Attended the Safety Committee Meeting.

Completed Monthly Operating Reports and submitted to the regulatory agencies. Coordinated Tri-annual water sampling and sampling schedule efforts. Also coordinated development of the annual CCR (Consumer Confidence Report) for potable water quality that is required by the regulatory agencies and distributed to the customers.

**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.

Completed numerous dig ticket location requests.

Performed weekly testing of emergency equipment and generators.

Completed monthly meter reading, re-reads, work orders, distributed cut off notice door hangers, and performed service line repairs.

**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 Two of the Wastewater Treatment Plant Modifications Project is in process and is on schedule, the estimated completion date is late Spring 2024. The contractor continued performing a hydro test on the new tank, filling it with water, testing for leaks. Still good so far. Exterior painting of the new tank will start next week, weather permitting.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project documents and design were approved by the Town Commission at the last meeting for bid advertising consideration. Bid dates being finalized.

**Administration:**

Public Works currently has multiple job openings currently. 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 the website.