

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

March 10, 2022

Shout Out this week goes to Tamika DeLee. Tamika has received her certification as a Public Human Resource Professional through the Florida Public Human Resources Association. Congrats Tamika!

New Library Director, Ally Herman has been chosen from a competitive field. She is being promoted from her position as Library Assistant II Reference. Ally has a great relationship with the patrons of the library and with staff. She has worked several positions advancing in the Library System for over 15 years. Marsha will be staying on for a couple of weeks to help Ally with the transition. I want to give Marsha a special thanks for coming out of retirement in November to help us with the library. Marsha has educated me through the months about our library and library systems. The library is the fabric of the community where people can meet and get resources. Our library has a special team that makes visitors feel welcome and where they know they can come in and see a friendly face. Thank You Marsha!

I attended the Lake County/City Manager's Meeting on Thursday in Leesburg. The major discussion again was on the Private-Public Partnership in Lake County for Economic Development. In my opinion, this will lose traction with the cities and towns. There was a discussion on why we are not getting the applicants for our job postings. Some suggest that a lot of the workforce wants to work from home, and they take jobs where this is allowed. Obviously, this proposes difficulties with municipalities and county government in their hiring endeavors.

Lady Lake Chamber Board of Directors Meeting was held Wednesday morning. Interest in the Mac & Cheese event is growing and there should be a great turnout. Also discussed was the Easter Egg Hunt and how they enjoy working with Mike. Everything is going according to plan. Other events were discussed including the Network Lunch, Breakfast Networking and After Hours at Foxfire.

CLERK'S OFFICE (Nancy Wilson):

Post processing of the Commission meeting on March 7 was completed and the agenda was prepped for next week's Planning & Zoning Board meeting. The Commission approved moving forward with reinstating a Citizens Advisory Task Force, so the applicants were notified and we now have five members. We will work with the grant administrator to schedule and structure upcoming meetings to get moving on the CDBG grant application.

The final count of unpaid business tax receipts that were given to Code Enforcement for follow up was 60. Carol called a dozen or so businesses she thought were still operating in town and they paid – that's a good thing.

A Parks & Rec Board meeting was held, and it seems that the letter sent by Commissioner Kussard to her constituents about dog feces on the driving range has been somewhat mitigated; this may be brought back before the Commission to approve erecting signage in that area.

FINANCE (Pam Winegardner):

On Monday, a driver of a public transportation vehicle called me and had questions about the fuel tax he pays and who it goes to.

Beginning January 1, 2022, the statewide tax rates on motor fuel and diesel fuel increased. Florida requires annual adjustments to state fuel tax rates and the State Comprehensive Enhanced Transportation System (SCETS) based on the National Consumer Price Index. (SCETS taxes are set aside for Marine Resources Conservation, Fish and Wildlife Conservation, and Agriculture Emergency Eradication Trust Fund).

Per Section 206.46 Florida Statutes, FDOT (Florida Department of Transportation) accounts for the administration and development of the state highway system and other transportation related projects from state taxes and fees including fuel taxes and motor taxes. The state tax, which was 18.5 cents per gallon increased on January 1, 2022, to 19 cents per gallon. The SCETS rate increased from 8 cents per gallon to 8.3 cents per gallon. Diesel fuel increased from 33.5 cents per gallon to 34.3 cents per gallon statewide. The breakdown for Lake County is as follows.

State	19 cents	Goes to State of Florida
Inspection fee	.125 cents	Goes to State of Florida
Ninth cent	1 cents	Shared between Lake Co. and Local Govts (like Lady Lake)
Local Option	6 cents	Shared between Lake Co. and Local Govts (like Lady Lake)
SCETS	<u>8.3 cents</u>	Goes to State of Florida

Total Tax Imposed 34.425 cents per gallon plus federal fuel tax of 18.3 cpg

The Town of Lady Lake did not impose (it was voted in by County-wide voters) the Ninth Cent tax nor the Local Option tax per gallon that comes to us but rather entered into an agreement to receive this tax. In 2021, the town received from the ninth cent tax \$20,028 and from the local option tax, received \$253,085.

The State must use this for acquisition, construction and maintenance of roads, the County and the Municipal Governments must use this for any legitimate county transportation purpose.

Did you know? California has the highest state gas tax rate of 66.98 cents per gallon followed by Illinois (\$59.56 cents), Pennsylvania (58.7cpg) and New Jersey (50.7cpg).

The lowest are Alaska (14.98 cpg), Missouri (17.42 cpg) and Mississippi (18.79 cpg).

Federal Fuel Tax is 18.3 cpg on gas and 24.3 cpg on diesel.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department is finalizing the collection of comments pertaining to the Lakeview Health Site Plan and anticipates bringing the plan before the Town Commission for final consideration later this month. The plan proposes the construction of a 9,230 square foot medical office building on 2.42 acres on Highway 466 approximately 200 feet west of Sunset Plaza.

On Wednesday, staff held a preconstruction meeting with the contractor responsible for the new Water Oak Maintenance Building. A project that was approved on February 23, 2022, by the Town Commission. Again, the plan calls for a 2,480 square foot building with a 1,364 square foot covered area. A demolition permit in association with the project was released earlier this week, and work should begin on the project in the very near future.

On Monday, March 14th, the Planning and Zoning Board will be considering a variance for Cynthia Hines-White to maintain a carport which has been placed within the required front yard setback. Also on the agenda will be the consideration of Phase 5 and Phase 6 of the Green Key Village Subdivision, which proposes the construction of 93 single-family homes on 24.11 acres north of Lake Ella Road.

On Monday, Mayor Reitz read the proclamation for "Flood Awareness Week" for the Town of Lady Lake and presented it to Senior Planner Wendy Then. Thank you, Wendy, for your efforts to educate our community about floods and floodplain management. Wendy is a Certified Floodplain Manager (CFM) and serves in this capacity for the Town.

Staff issued 63 permits over the last week, and 92 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

The Lift Station Mechanic in the utilities department position has been filled, and will be starting on Monday, March 14th. 18 Town employees earned their first wellness day. These employees have acquired 88 points to receive their first day. Human Resources has contacted Lorraine Rodriguez who is the Mission Square Representative for the Town. We are currently working on dates for one-on-one retirement account reviews for employees and possible future presentations given by her with regards to retirement. PRM dependent verification audit must be completed by March 31st. Congratulations to Alyssa Herman on her promotion to the Director of Library & Information Services. Alyssa has been employed with the Town for over seven years. An interview has been

scheduled for Thursday, March 17th for the Utilities Distribution and Collection Technician I position.

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, Leon and Patrick) and the vendor Citizenseve. Our focus was directed to integration efforts. Additional progress was demonstrated in the digital plan review integration.

IT (John and Leon), Finance (Pam Winegardner, Debbie Rodriguez, Dawn Woods, Becky Hewett, and Michelle Sloane), and Building Department (Malina) met Tuesday afternoon to discuss our current financial transaction workflow and integration plans for Citizenseve.

The document management software implementation project continued with Leon and the vendor MCCi. The requested template and workflow changes were completed. The new Citizenseve retention workflow effort is continuing.

Tyler Technologies response to RFP 2021-0003 RFC 2 was received yesterday. A meeting with staff will be scheduled shortly to discuss next steps.

John, Leon and Andy are continuing our hardware lifecycle (HWLC) effort. Our efforts are focused on configuring and testing software installation automation and policy definition. Anticipate delivering the first set of computers at the end of the month.

The Neptune360 implementation project began last week is progressing. The required file format changes should be complete soon. Communication between vendors has been good.

Patrick developed a proof-of-concept application for the Water department this week, integrating the recently received RedZone dataset with a digital map of the wastewater system.

LIBRARY SERVICES (Marsha Brinson)

This will be my last weekly report for the Lady Lake Library. I was asked to come back to the library last November in an interim position and it was my honor and pleasure to help. This is a wonderful library and staff and dear to my heart. Aly Herman was named Director of the Lady Lake Library effective March 8. Aly has been employed at the Lady Lake Library since 2014 in increasingly responsible positions and has over 15 years of library experience. I will be staying a few weeks to help with training and the transition. She is a great choice to bring the library into the future with creative thinking and ideas. Congratulations Aly!

The library has had another busy week with many cards given out and new people attending programs. Local author Linda Hope held a book signing in our lobby that was well attended. AARP, AMAC and SHINE continue their weekly and bi-weekly programs. They are a great resource

for tax help, elder affairs and Medicare assistance. The Youth Library had a fun story time and a visit from Scarlett, our READ dog.

Aly and I attended a virtual library directors' meeting on Thursday. The agenda included the new Lake County logo, and reports from various departments. Aly was introduced as the new Lady Lake director. The meetings are a great way for area directors to stay in touch and share ideas.

Next week is spring break and as usual Nicole and Kourtney have lots of fun programs for the kids. They work hard to plan quality innovative and educational programs. A huge shout out to them!

Thank you to Bill Lawrence, town manager, the department heads and the Town of Lady Lake for allowing me the privilege of coming out of retirement to assist the library! It's been fun!

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. We are preparing to pour the footers for the next sunshade at the Dog Park. The rain is hampering us from making the forms but will have it completed by Tues.

Opening Day for Little League went well. The Mayor and Van were in attendance for the ceremony. Soccer on Saturday went well. The soccer league is running well and both soccer and baseball are getting into the rainy season. This always makes prepping the fields fun.

The pre-bid meeting for the walking trail was held on March 9th. We did not have any contractor's show up for the meeting. This is a pretty straight forward project so not having any show up was not surprising. We have had a few inquiries about the project and technical questions emailed to the E.O.R. of the project.

I have contacted our engineers to get me a design quote for paving by the Dog Park parking area at the Rolling Acres Sports Complex. This project will be included on our ten-year capital improvement list. I also spoke to our architect to get a price of a conceptual plan for a community center in Lady Lake. These items will be in the budget. I met with a roofing contractor this week to get a price on sealing the roof at the Museum. I have a quote from Anchor Coating and spoke to a roofing company this week. It was said that it could be sealed but it really needed to be replaced. This has been recommended by a roofer for many years now. We have the money to seal it, but we will be covering damage that was in place over 20 years ago.

The Easter Egg Hunt and the Mac and Cheese Festival plans are going well. I am excited to see the turn-out for the Mac and Cheese Festival. I have never even heard of such a contest till now. As always, I hope that it will be well attended.

The Parks and Recreation and Tree Advisory Board went well. The Board voted to forward their recommendation to the Commission to repaint the Train Depot in its original colors, to place signs advising that dogs are not allowed in any of the parks except for the Dog Park, and to utilize \$5k from our Tree Bank for our annual Tree Raffle for Lady Lake residents. The Board turned down a request from someone asking to place an Iraq and Afghanistan War memorial for those Floridians who were killed. A recommendation was made by the Board to dedicate the fountain at Heritage Park in honor of Doris Turlo, who has volunteered her time for many years to various Town events, in addition to other organizations.

In conclusion, I want to thank the Lady Lake Kiwanis Club for the \$2k donation to the firework fund.

POLICE DEPARTMENT (Chief Robert Tempesta)

The Lady Lake Police Department is prepping the building for the upcoming on-site assessment to retain our accredited status through the Commission for Florida Law (CFA). The Property and Evidence secured storage area is being evaluated for items that can be disposed of. The main refrigerator inside the storage area and the smaller one in the Sergeant's office have been replaced due to mechanical issues. They no longer can hold the temperature at the level required to maintain the integrity of evidence. Shelving units from other areas of Town are being repurposed to provide more storage options.

Please visit <https://www.ladylake.org/departments/human-resources/police-officer-vacancy-announcement/> for more information. Interested applicants can obtain an employment application on-line. Please submit all applications to Tamika DeLee in Human Resources.

Traffic enforcement is ongoing throughout the Town of Lady Lake. Please be responsible when out on the roadways. There is increased traffic on all roadways, so it is the responsibility of all drivers to remain alert and obey all posted signs. Be extra careful this weekend as we are expecting heavy rain.

Remember, if you receive any phone calls or correspondence, whether written or electronic, requesting money through any means including bitcoin, gift cards, or cash, contact the police department first before sending anything. Don't become a victim of a scam.

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

Maintenance Department (Ted Williams, Supervisor):

Continued performing inspections of new roads, sidewalks, and stormwater inlets being installed at the Lake Ella Estates Project. Performed initial walk-thru with the contractor this week to develop a punch list for close out items.

Evaluated the condition of a list of current Lake County maintained roads within the Town limits for potential future transfer to the Town. More information on this to follow below.

Inspected driveway aprons for permitting.

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.

Crews repaired a leaking storm drain at the intersection of April Hills Blvd and Mimosa Way.

As time and weather permitted, Travis' and Justin's crews continued general right-of-way clearing and establishing a dirt roadway on Oak Street between Clay Avenue and Rolling Acres Road.

As time and weather permitted, Kon's crew also continued working on cleaning up the right-of-way and adding clay to the roadway on West Lady Lake Blvd for vehicle access.

Crews cleaned storm drain inlets around Town to stay ahead of the rain. Grass clippings and leaves raked or blown into the roadway clogging up storm drains has become a serious issue around Town and is taking staff time away from other duties. Please see this link related to stormwater and storm drains help us spread the word!

<https://www.ladylake.org/news/stormwater-illicit-discharge/>

Facilities Maintenance (Albert Rachel, Lead Operator and Eric Welcome, Operator II):

Continued working on landscaping at Town Hall and the Library. Currently performing numerous work orders to assist Police Department in preparations of their upcoming accreditation inspections.

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. Town utilities relocation work by the contractor is on hold for now until work progresses to the overpass location. Staff performed numerous utility locates this week from Rolling Acres Rd to Griffin Ave.

New utilities installation inspections and testing continued at Lake Ella Estates. Performed initial walk-thru with the contractor this week to develop a punch list for close out items.

Staff completed work orders, distributed door hangers prior to disconnects for non-payment, performed disconnects and reconnects. Also coordinated with High Water Usage Customers.

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. Final stages of work are wrapping up for Phase One of the project. Interior and exterior painting completion is contingent upon the weather. Large parts are finally being delivered to the site. Tentative completion date for Phase One is later April or early May if all parts are delivered as scheduled. Phase Two plans and specifications for bid were approved by Town Commission on February 23rd. Bid advertisement is taking place this weekend and the bid opening date is April 12th at 2:00 PM in the Town Commission Chambers. Once bids are opened and reviewed by the Engineer, we will bring a recommendation of award to the Town Commission for consideration.

Phase One of the Well #4 and #5 Project, Citrus Well Drilling has completed the well casing installation for the Well #4 site and Well # 5 site. The second contractor, Applied Drilling, is scheduled to mobilize equipment in next week with completion date in April. Phase two documents and design will be brought to Town Commission for consideration in the coming weeks for bid advertising consideration. Phase Two consists of the construction of a new ground storage tank, new high service pumps, and other major system improvements.

Staff is in the process of developing and coordinating the regulatory agency mandated CCR (Consumer Confidence Report) for water quality, for near future distribution to the customers.

Administration:

Lake County Public Works has started discussions with Town Staff regarding the possibility of transferring some county-maintained roads within the Town limits to the Town. They passed along a list of potential transfers that were mainly roads within the county enclave in The Villages. Staff has performed an initial inspection and evaluation on the listed roads for needed improvements that will be funded by the County prior to transfer. Discussions are in the initial stages at this point, and staff will follow up with more information as it becomes available. Any transfers will have to be approved by the Town Commission.

The connector road between Caroline Avenue and Spencers Lane property purchase was discussed at the last Town Commission Meeting. The property owner has agreed to sign the deed to transfer the property after March 22, 2022.

The Utilities Agreement with the Benchmark Group for the sewer line extension on CR 25 from Fennell Blvd to Griffin Avenue was approved at the Town Commission Meeting on February 23rd. Staff will forward a construction schedule once received from the developer.

The RFQ for Engineering and Consulting Services advertisement was approved by the Town Commission on the February 23rd. Advertisement is in process and opening date is March 31st at 10:00 AM in the Town Commission Chambers.

The Utilities Department currently has one remaining job opening, the Utilities Collection/Distribution Technician I position. We have an interview set up next week with a potential candidate. The Lift Station Mechanic position has been filled by Jose Velez, who comes to us from the City of Leesburg and has years of experience, we look forward to Jose coming aboard. Please see the Town's website or contact Human Resources for more information.

Staff received draft plans for the new right turn lane construction on Fennell Blvd at US 27/441 that will be funded by the developer, Benchmark Group, and will potentially be constructed by the highway contractor, Southland, as a part of the FDOT road widening project. The plans are in review at this point by Town Staff and the developer and contractor will need to negotiate an agreement for the construction work.

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.