

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

By Bill Lawrence, Town Manager

March 24, 2022

Shout Outs this week go to Town Clerk, Nancy Wilson and Deputy Clerk, Carol Osborne. They have been doing the work of three for the past several months. They put together all agendas and back up material and transcribe minutes for the Commission and P&Z meetings and the Magistrate Hearings. They help compile the weekly manager's report and post this and other notices on our website. They are the record keepers for the Town and election coordinators for Lake County Supervisor of Elections. They work closely with the Growth Management Department and other department managers by answering all our questions. I appreciate the research they do for me and the commission. It is very common to ask them for minutes of a meeting regarding an issue that occurred years ago and having it quickly delivered. The list of their responsibilities is too great to cover in this report. The most important thing to me is the positive attitude they bring to work. It is obvious to me that they enjoy what they do and are passionate about what they do for the town. I really appreciate their experience in working for other towns and presenting new ideas.

It is always nice to receive a great e-mail from the public. Mike Burske and the Parks and Recreation crew received the following e-mail:

**Hi Mike, we are all excited to see the second sunshade going up. You and your organization are amazing. Robey Concrete is about 2 months out to do the work. Is that time enough to get the authorization? Let me know if you're arranging for the building permit or Robey.**

**Thank you, Jim**

Developing a Communication Program will be discussed at the next commission workshop on March 31, at 11:00 a.m. We will be discussing the pros and cons of live streaming and social media.

Police Benevolent Association Negotiating Team consisting of Chief Tempesta, Tamika DeLee, Pam Winegardner and myself met this week to begin talks over the PBA contract and to set meeting dates. We had a conference call with Brian Koji, our employment law attorney, to discuss changes to the current contract.

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

The regular Commission meeting was held on Monday evening. The minutes have been transcribed and post meeting activities have been completed. Carol attended the Special

Magistrate meeting on Tuesday and similarly, she has transcribed the minutes and completed post meeting activities including completing lien requests to be recorded by the county.

The next commission meeting agenda is going to be a full one and we are already processing documents for accessibility for placement on our website. Due to accessibility requirements set forth by the ADA, the agenda packet process is quite time consuming. We produce packets for the website, hard copy packets and packets that are emailed to the Commission members, each requiring a different process. Though not as intense, a similar process is followed for all other boards. Successfully compiling an agenda requires a lot of interaction with those who have items to be addressed and it is wonderful when collectively we produce the final product.

Scheduling meetings can sometimes be like herding cats. Such is the case with the Citizen's Advisory Task Force. I am aiming for an April 12<sup>th</sup> meeting but have not yet received confirmation from the grant consulting firm who handles the proceedings of the meetings. C.T. and I are easy to corral but the citizen members will likely have schedules to work around.

**FINANCE** (Pam Winegardner):

No report this week.

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

The Growth Management Department received a major site plan modification application late Tuesday for the Van Patton House Building. The site plan proposes modifying the building to create seven apartment units, four being two-bedroom units, and three being one-bedroom units. Staff is currently reviewing the application for compliance with the Town's Land Development Regulations.

On Monday, March 21, 2022, the Town Commission imposed a fine of \$4,000 for irreparable harm to a 40-inch historic tree at 995 North Highway 27/441, being the future site of 7-Eleven. A six-inch Live Oak Tree will be planted to replace the damaged tree which has since been removed.

The building department received plans this week for an interior renovation to the McDonalds Restaurant located at 452 North Highway 27/441. The seating area will not be modified; however, changes will be made to the customer ordering area, such as, menu boards, the ordering counter and minor equipment changes.

In recent weeks, Code Enforcement Officer Lori Crain has been diligently working at various construction sites with contractors to correct violations pertaining to the National Pollutant Discharge Elimination System (NPDES) Stormwater Program. Sediment control is problematic when heavy rain events occur if barriers, such as silt fences, fail or are installed improperly. A big

thank you is extended to Lori for her efforts and for all she does to help keep the Town of Lady Lake safe and looking good.

Staff issued 57 permits over the last week, and 102 inspections were conducted in the field.

**HUMAN RESOURCES** (Tamika DeLee)

Utilities Distribution and Collection Technician I position will be reposted today. If interested, please apply at [www.ladylake.org](http://www.ladylake.org). Three interviews are scheduled for Wednesday, March 30<sup>th</sup> for Library Assistant II-Reference & Technology position. The Public Risk Management Dependent Audit will end on March 31<sup>st</sup>. All employees who have been notified to participate must complete the audit by that date. Human Resources participated in a training this past Wednesday. The training subject matter was on "Physical and Mental Health Updates" provided by Florida Public Human Resources Association. Team Lady Lake will be hosting a hotdog sale on March 31<sup>st</sup>. All proceeds will go to Relay for Life.

**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 Citizenserve. Our focus continues to be directed to integration efforts, specifically financial transaction workflow, document management, and identity and access management. Integration of Citizenserve with Bluebeam (digital plan review software) has been completed and a staff training document has been prepared.

The document management software implementation project continued with Leon and the vendor MCCi. The effort to remediate the outstanding configuration issues and requested retention workflow changes is nearing completion. A revised User Acceptance Testing (UAT) program will then be prepared and completed followed by an onboarding effort for staff.

John, Leon, and Andy are continuing our hardware lifecycle (HWLC) project. 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.

Patrick continued to work with Pam this week to provide corrections to the current Florida Department of Revenue MatchPoint addressing file related to communications services tax revenue.

Patrick continued the development of a proof-of-concept GIS application integrating the data recently provided by RedZone for the Water department.

The GIS water system field verification project continued this week with Jacob in the field collecting GIS coordinates for various utility assets.

Staff training for the new Neptune360 meter reading software has been tentatively scheduled for Wednesday 4/13.

### **LIBRARY SERVICES** (Aly Herman)

As Spring has come, we are transitioning our displays. Nancy, Ruth, and Lynn are shifting the displays to bright pastel colors, flowers, and bunnies. They are hard at work getting materials for all these wonderful displays. This is an excellent way to display books people may typically check out.

With tax season over halfway done, AARP Villages Tax-Aide has proudly served over 600 people in the community with their taxes. This wonderful service is made possible by wonderful volunteer taxes preparers throughout Lake, Sumter, and Marion counties. Appointments may be made online at [www.villagestaxaide.com](http://www.villagestaxaide.com).

Nicole spoke at the Orange Blossom Lion's Club on Wednesday, March 23. She talked about how valuable the library is for children and families, not only for books and materials but also for programs. She spoke about the upcoming Summer Reading program she and Kourtney have planned. They then presented her with a check for \$1000 to help cover the cost for performers, prizes, and supplies they may need. Huge shout out to Orange Blossom Lion's Club for their donation!

Do you love your library and live in The Town of Lady Lake? If you answered yes to both, maybe you would be an excellent fit for our library advisory board. The group meets quarterly in the commissioner chambers at Town Hall. If you are interested, stop by the library, and fill out an application today!

Marsha Brinson's last day is Friday, March 25, when she will be retiring for a second time. The Lady Lake Library staff and patrons appreciate everything she has done these past five months. Do not worry; she will still come in as a patron and check out books.

### **PARKS AND RECREATION** (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. This week we installed the second sunshade at the Dog Park. The transition to real sunshades has made the park really look good! The Lady Lake Dog Park Association will be asking for permission to have Robey Concrete install additional sidewalk slabs at the Dog Park. They will be paying for the work, and I will propose paying for the permit. You will see this at the first meeting in April.

As many on the Commission saw first-hand, the Mac and Cheese Festival went very well. We had 18 teams compete with four winners. It is pretty safe to say that we will once again venture to host

this event again. This is yet another event that has come to fruition due to our partnership with the Chamber. We have 23 groups signed up for the Easter Egg Hunt. This is very light but we will pull it off.

I met with many of the Parks and Recreation Directors in the area last week. It was a great meeting, and we will be meeting quarterly to discuss the topics in our fields. The greatest topic was the influx of growth in our areas, events, and facilities. I came away from the meeting feeling that we do very well with maintenance and do well with events. I also walked away knowing that we are at a crossroads with Parks and Recreation. We have kept an extreme minimal staff to maintain our parks and I have sought partnerships to pull off events for the Town. Now that we are knocking on the door of having a population of 20,000, we will have to develop our parks to meet the demands of our citizenry. This will be by building proper facilities, hiring proper staff, and expanding what we have to offer. Most of the new residents will be families who will not have access to retirement community facilities and will expect us to meet that need. By meeting this need, the Town will keep us as an upscale destination and place to call home.

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

**Announcement:** Police Department recruiters went to Lake Technical Institute of Public Safety to speak to attendees of the Equivalency of Training (EOT) course. These attendees are out-of-state police officers who are seeking Florida Law Enforcement Certification. The recruiters handed out department brochures and gave a brief overview of the Town and Police Department. 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.

Thank you to Mary Levesque and Albert Rachel, Public Works, who were at the Police Department this week painting and performing maintenance in preparation for the on-site assessment for accreditation.

**Public Safety:** On Monday 3/21/2022, members of the Police Department went to Jupiter, Florida to pick up the three Ford vehicles that were finally outfitted with emergency equipment. On their way back, Sergeant Tom Sarakinis observed a vehicle traveling just in front of him that had visible flames coming from under the rear of the vehicle. Sgt. Sarakinis activated his emergency lights/siren and pulled the vehicle over. He quickly exited his vehicle and pulled the driver from the driver seat of the vehicle and escorted her away from danger. There was a passenger with her that was able to exit the vehicle on his own and get to safety as well.

Officer Robert Chausse observed the flames under the vehicle and immediately pulled over just in front. He grabbed his fire extinguisher and ran towards the vehicle. Sgt. Sarakinis brought the

driver and her passenger over to a patrol car. Officer Chausse reached into the vehicle to shut it off. Officer Chausse looked under the vehicle, and it appeared that the fuel lines had ruptured, and the fuel caught on fire, dripping all over the roadway. He then discharged his fire extinguisher into the flames to reduce the chance of a possible explosion. Within 30-45 seconds, the vehicle became fully engulfed in flames. Sgt. Sarakinis was able to back his patrol car up and stop traffic from approaching to prevent any other citizens from harm.

The driver told the officers that she has a hard time walking and was very thankful that police had stopped her vehicle and escorted her to safety. Extraordinary job to both officers for their quick action!

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

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

Coordinated with the contractor for the Lake Ella Estates Project that had some stormwater issues that are being addressed.

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 completed a work order for tree trimming on Jason Dr and Rainbow Blvd.

As time and weather permitted, Travis' and Justin's crews continued work on establishing a dirt roadway on Oak Street between N Clay Avenue and Rolling Acres Road. As time and weather permitted, Kon's crew also continued work on establishing a dirt roadway on West Lady Lake Blvd.

Crews continued cleaning 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. 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):**

Continued working on landscaping at Town Hall, Public Works, 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.

New utilities installation inspections and testing continued at Lake Ella Estates. Tested utility line tracer wires installed by contractor, still waiting on power to the new lift-station to perform start-up testing.

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

Staff installed new water meter and repaired a water service leak at 222 Gibson St, installed a new pump at lift-station 15, and made minor repairs at Well 1 and Well 2.

**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. Interior and exterior painting completion is weather contingent. Large parts are finally being delivered to the site. Tentative completion date for Phase One is late April or early May if all parts are delivered as scheduled. Phase Two plans and specifications are out to bid, the bid opening date is April 12<sup>th</sup> 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 Well 5 Project, Citrus Well Drilling has completed the well casing installation for the Well 4 site and Well 5 sites. The second contractor, Applied Drilling, worked on finishing out Well 4 this week and will be working on finishing Well 5 next week. This is great news and a long time coming. Phase two documents and design will be brought to Town Commission for consideration in the coming weeks for bid advertising consideration

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 potential transfer of county-maintained roads within the Town limits to the Town is still in the initial discussion stages with Town Staff at this point. Staff will follow up with more information as it becomes available. Any transfers will have to be Town Commission approved.

The Stormwater Master Plan being developed by Wood Environmental for the Town is nearing completion and will be presented to Town Commission next month. This master plan is being funded by a grant from the Lake County Water Authority awarded to the Town.

The connector road project property purchase between Caroline Avenue and Spencers Lane is awaiting the property owner's signature on the deed to transfer the property.

The sewer line extension project on CR 25 from Fennell Blvd to Griffin Avenue that is being constructed by the Benchmark Group is currently out to bid. Staff will pass along a construction schedule once it is received from the developer.

The RFQ for Engineering and Consulting Services advertisement is in process and the opening date is March 31<sup>st</sup> at 10:00 AM in the Town Commission Chambers.

The Public Works/Utilities Department currently has 2 job openings, Utilities Collection/Distribution Technician I position, and Streets/Facilities Maintenance Operator II position. Please see the Town's website or contact Human Resources for more information.

The plans for the new right turn lane construction on Fennell Blvd at US 27/441 have been reviewed and approved by staff. The developer and widening project contractor will negotiate an agreement for the construction work. Status and potential schedule to follow.

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.