

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

March 31, 2022

Shout Outs this week goes to Sergeant Tom Sarakinis and Officer Robert Chase for their actions on 3/21 when they were traveling on I-95 and noticed that the vehicle in front of them was on fire. As a result of their efforts, the occupants were pulled to safety before the vehicle became fully engulfed in flames.

Department Managers' Meeting was held Tuesday with a review of next week's commission agenda. We talked about the upcoming commission workshop where a communications program will be discussed. This workshop will show how we can increase engagement and transparency by developing new strategies. We recognized Marsha Brinson for her time serving as Interim Library Director. Thank You Marsha!

Expense Report ending February 2022: The general fund revenues \$7,490,160 exceed expenditures of \$5,450,812 by \$2,039,348. The Special Fund Revenues are at \$589,600 with \$0 expenditures. The utilities fund revenues of \$2,175,017 exceed expenses of \$1,847,623 by \$327,394. With five months into the fiscal year, we have spent 35.67% of the General Fund making the average monthly expenditure at 7% to date. The utility fund shows 20.23% of the budget spent in the first five months of the fiscal year.

CLERK'S OFFICE (Nancy Wilson):

The April 4th agenda is a whopper! The early part of the week was consumed with its compilation and distribution.

The opening for Bid 2022-001 - Old Dixie Highway Park Improvements - took place on Wednesday morning; only one bid was submitted. Staff will be placing it on the April 18th meeting agenda.

The opening for RFQ 2022-001 - Continuing Engineering/Architectural/Land Surveying Consulting Services - took place Thursday morning. There were only seven submissions but at least one per category of services. They will be reviewed and rated by staff then presented to the Commission.

A workshop was held on March 31st to discuss the possibility of live streaming our meetings and having a social media presence. Two commissioners were not in favor of either strategy and because Mayor Rietz wanted full buy-in by the commission, the matter will not move forward at this time.

Carol is continuing her work on updating the Clerk's office procedures manual.

FINANCE (Pam Winegardner):

The Town has approximately 2600 water/sewer/reuse accounts and these accounts are read once a month with bills going out through a third party at the end of each month.

Additional readings, turn-offs, turn-ons, responding to customer problems occurs every day the town is open, with a person on call for the after-hours through Lake County dispatch.

Although the town can assess a \$25 fee to help the customer with leaks or other problems, the town chooses to not charge this fee and believes in extending a helping hand to our customers.

The town is not large enough to have equipment that will monitor/read meters constantly. We therefore cannot be aware of leaks until meter reading is performed or until the customer lets us know. Signs of a leak can be decreased water pressure, water pooling, hearing a toilet constantly running among other signs. The field crew will come out and if there is no sign of a leak other than a high bill, our field crew are very knowledgeable on what to look for. They look at the meter and, if there is a leak and if the customer has all water off in the house, there is an indicator that will show water flow. If the meter shows no movement, the town employee will ask a lot of questions on irrigation use, toilet leaks, including with the customer's permission, walking the property to help find the source.

The town's responsibility however ends at the meter. If the meter is good (and we do test our meters if needed but it is rare that one is not operating correctly), the town's obligation ends there. The rest of the water line after that is on the customer's property and is maintained by them along with anything in the house. It is very important that if the leak is on the customer's property, get a licensed plumber there to find and resolve the problem. The town cannot fix a customer's leak on their property, nor do we want the customer to wait, expecting the town to fix the leak while the water usage is growing.

As I stated in the third paragraph above, we believe in due diligence and bringing our knowledge and experience to the customer and help educate them on reading the meter, what to look for and walking and talking out the problem with them. We do have the ability to download data history to show down to the hour when usage spikes and how long the usage continues.

We encourage our customers to call Customer Service, 352-751-1525, with any questions and they will find answers on questions that are even outside of Lady Lake!

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department has had several inquiries this week regarding different properties within the Town that are considering new residential development, or changes to the entitlements of existing development. No applications or plans have been submitted to date, but

it is evident that landowners and developers are eager to respond to the present lack of housing inventory in the area with upcoming projects.

On Monday, April 4, 2022, the Town Commission will be considering approval of the Lakeview Heath Site Plan to be built on Highway 466; the establishment of a Community Development District for the Hammock Oaks development; Phases 5 and 6 of the Green Key Village Subdivision adding an additional 93 home sites; and the Conditional Use Permit for temporary trailers at the Church at the Springs.

The building department approved the plans this week for the interior renovation to the McDonalds Restaurant located at 452 North Highway 27/441. Also, the Holiday Inn, located at 1205 Avenida Central, received a certificate of completion for the vestibule.

Staff issued 54 permits over the last week, and 90 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

This past Wednesday, March 30th Human Resources conducted interviews for Library Assistant II-Reference position. Three internal candidates applied, and the interviews went well. One candidate will receive a promotion offer letter by the end of today.

Florida Blue will be here on Wednesday, April 6th from 2pm to 4:30pm. April health topic is "Oral Health for Overall Health."

Team Lady Lake will be hosting a hot dog sale today from 11:30am to 2:00pm. The 50/50 raffle will take place today. Please purchase tickets if you have not done so. 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), Code Enforcement (Lori Crain), IT (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.

IT (John and Leon), Finance (Debbie Rodriguez and Dawn Woods) and Building Department (Malina) met to continue discussion regarding our current financial transaction workflow and integration plans for Citizenserve.

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. User Acceptance Testing (UAT) program has been completed. The staff onboarding effort will begin soon.

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.

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

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

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

LIBRARY SERVICES (Aly Herman)

I attended, via GoToMeeting, a county meeting with other member libraries directors of the Lake County Library System. I also had a face-to-face meeting with George Taylor, and his team. We talked about our interlocal agreement and my goals for the Lady Lake Library.

Shout out to LeeAnn Elkins and Nancy Brock, who decorated the two trees in the library for spring. They included beautiful spring flowers, Easter eggs, and even hung big butterfly wings on the wall in the library lobby.

This week The Villages Daily Sun Newspaper and News covered an article about the Orange Blossom Lions Club donation. Judy, the president of OB Lions Club, and Barbara came and presented them with a \$1000 check. If you want to see that picture, check out our library Facebook page at www.facebook.com/ladylakelibrary. This week, we also received another donation check of \$250 from Chris Semans, the local State Farm agent. The youth library appreciates these donations as it helps make planning the summer program a HUGE success. Next week, the youth staff has been invited to go to Little Blessing Preschool to host a storytime for National Library Week.

The Town of Lady Lake is looking for people to join their library advisory board. They must live in Lady Lake to join; The group meets quarterly in the commissioner chambers at Town Hall. Come stop in for an application.

Next week is National Library Week from April 4-9. During the week, we have some fun things happening. Staff is dressing up in a different theme every day, so make sure you stop by to see us and enter yourself into our patron raffle basket.

PARKS AND RECREATION (Mike Burske)

No report

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: Congratulations to Officer Jonathan Goehring for successfully completing the Field Training Program! He is now assigned to a shift and is patrolling our Town.

The Police Department will be conducting a Physical Agility Test (PAT) and written exam on April 12, 2022 at Lake Technical Institute of Public Safety.

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 online. Please submit all applications to Tamika DeLee in Human Resources.

Public Safety: April is national Distracted Driving Awareness Month. This is a good time to regroup and take responsibility for the choices we make when we are out on the road. Anything that takes your attention away from driving can be a distraction. There is no doubt that the improvement of technology in today's society has greatly benefited our society as a whole. But sending a text message, talking on a cell phone, or using a navigation system creates hazardous driving conditions. These and any other distractions, such as tending to kids or passengers in the back seat, eating, watching an event outside of the vehicle, interacting with passengers, unsecured pets, putting on makeup or grooming, adjusting the radio or climate controls, checking your GPS app or daydreaming can endanger you, your passengers, and others on the road.

There are three main types of distraction: Visual-taking your eyes off the road, Manual-taking your hands off the wheel, Cognitive-taking your mind off driving.

Texting while driving has been proven dangerous beyond dispute since it requires all three distractions at once to complete. Taking one's eyes off the road for the average five to six second text, is enough time to travel the length of a football field at 55 MPH.

Follow these safety tips for a safe ride every time:

Need to send a text? Pull over and park your car in a safe location. This creates a safe condition to send or read a text.

Designate your passenger, if you have one, as your "designated texter". Allow them access to your phone to respond to calls or messages.

Do not scroll through apps, including social media, while driving. Cell phone use can be habit-forming. Struggling to not text and drive? Put the cell phone in the trunk, glove box, or back seat of the vehicle until you arrive at your destination.

Section 316.305, Florida Statutes allows law enforcement to stop motor vehicles and issue citations to motorists that are texting and driving. A person may not operate a motor vehicle while

manually typing or entering multiple letters, numbers, or symbols into a wireless communications device to text, email, and instant message.

Section 316.306, Florida Statutes, is a prohibition on using wireless communications devices in a handheld manner in school and work zone. A person may not operate a motor vehicle while using a wireless communications device in a handheld manner in a designated school crossing, school zone or active work zone area. Active work zone, as it pertains to Section 316.306, Florida Statutes, means that construction personnel are present or are operating equipment on the road or immediately adjacent to the work zone area.

The men and women of the Lady Lake Police Department remind you to be safe out on the road and pay careful attention to the new road patterns due to the construction along US Hwy 27/441.

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

Maintenance Department (Ted Williams, Supervisor):

Coordinated with the contractor for the Lake Ella Estates Project as needed. Inspected driveway aprons for permitting. Soliciting quotes for Town Hall Commission Chambers flooring replacement.

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 West Street.

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. 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. New Drum Roller was delivered that is used in asphalt repairs.

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 an 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. Assisted in locating utility lines on the west side of US 27/441 ahead of current clearing work.

New utilities installation inspections and testing continued at Lake Ella Estates. Reviewing FDEP Waterline Clearance Application for Phase 3 of the project, 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.

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. Large parts have finally been delivered to the site. Tentative completion date for Phase One is late April or early May. Phase Two plans and specifications are out to bid, 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, Applied Drilling are working on finishing out Well number 4, once completed they will move on to finishing Well number 5. 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 approved by the Town Commission.

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 in the works. The property owner has signed the deed to transfer the property and received payment. Once the deed is recorded, staff will coordinate the new fence installation prior to opening the road segment to the public.

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 31st at 10:00 AM in the Town Commission Chambers.

The Public Works/Utilities Department currently has two 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.