

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

April 7, 2022

Shout Out this week goes to Thomas Goodman, Utilities Supervisor. The Florida Department of Environment Protection inspection occurred on March 2nd at our Lady Lake facilities. The Sanitary Survey Inspection Report for the Potable Water System just came in. Great news, 100% in Compliance with ZERO deficiencies. This is extremely difficult to achieve. Great Job Tom and crew!

Wendy Then and Becky Higgins are unsung heroes in the Growth Management Department. The amount of work they do daily behind the scenes helps us keep up with the tremendous amount of growth we are experiencing in Lady Lake. They are passionate about what they do for the Town of Lady Lake. I appreciate the advice they have given me over the past several months.

Expense report ending March 2022: Half of the fiscal year has passed, and the general fund is at 47% of the budget. The utilities fund is at 49% of its budget. Last year we came in under budget and plan to do so again this year.

A special thanks to the Commission who authorized my annual raise at the last commission meeting. I appreciate the kind words that were shared at the meeting. I am very fortunate to be surrounded by such a great team. Thank You!

Lake County Manager's Meeting was held Thursday in Leesburg. I will report next week on the topic of our discussion.

CLERK'S OFFICE (Nancy Wilson):

Jackie Schilling started working in the Clerk's office on Monday and she hit the ground running. She began handling calls and providing service to those at the window after being here for an hour! Jackie lives in Mayor Rietz's ward, so she is going to keep an eye on him for us! Though Jackie and her husband were living in Georgia, they maintained property in The Villages and decided to make Lady Lake their permanent residence. Jackie was the Department Secretary to the Cobb County School District police department. Jackie now makes three: I replaced Nancy Slaton, Carol replaced me, and Jackie replaced Carol. This is a busy office so Jackie is a very welcome addition.

We had a packed agenda for Monday's meeting so follow-up work will continue through today. Also, we prepared the agendas for the Planning & Zoning, Parks, and Library Board meetings.

The review period has begun for the RFQ for continuing engineering services (and other services). Five of us on staff will review, evaluate, and score each submittal. Once the scores have been tallied, the results will be presented to the Commission.

There are hoops that need to be jumped through when establishing a Citizens Advisory Task Force for Small Cities Community Development Block Grants. We are being helped with these hoops by a group we have used in the past for such purposes – Fred Fox Enterprises. They are currently determining if Lady Lake will need to pass a language access plan (which directly affects if ads must be in another language as well as English). As soon as that is determined, we will advertise for the CATF meeting, the 1st public hearing and the fair housing workshop. Sheesh, all we want is a little money!

FINANCE (Pam Winegardner):

Fiscal Year 2022-2023 budget process is about to begin. Finance sends out the budget calendar which dictates the dates of each step of the process. This must coincide with the Lake County Property Appraiser's calendar and not conflict with the Lake County School Board and Lake County budget meetings. The Lake County Property Appraiser sends out their Tax Roll Calendar in January of each year and provides good guidance to all the Lake County governments. Town of Lady Lake has two Budget meetings that tentatively and finally approves both the millage and the budget but cannot be on the same nights as either the Lake County School Board or the Lake County budget meetings. The Town of Lady Lake's first meeting cannot be before September 2nd either. The point behind the Town scheduling on different nights than the Lake County Board of Education and Lake County is to allow our residents to attend all the meetings if they so choose. All these budgets/millage effect the Town of Lady Lake property owners.

The first step is creating the budget calendar to ensure that the process of working on the budget has time to be completed and does not conflict with holidays nor other meetings. The second step is sending out the forms to department heads for capital asset requests. This would be any purchases of equipment or services \$5,000 and over and with an extended life greater than one year. If the expenses are a repair of \$5,000 or over and extends the life of the item repaired, this too will be considered a capital asset.

Other forms include employee changes, additions, or deletions. Any new positions or changes to the position must go to the Commission for approval. The Town Manager requests justification on any changes and what would be the result if the request is denied. Any expected increase in overtime from the current budget must also be submitted.

Next week, Finance will discuss the next steps in creating the budget including any requirements by law.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

On Thursday, the Building Department received plans for the Lady Lake Square Apartments which will be located on County Road 25, just north of the Lady Lake Post Office. The plans propose nine apartment buildings, a clubhouse with a pool, and a central playground area. The apartments will contain a total of 288 units. A permit for the retaining walls for the 7-Eleven which will be built at the corner of Griffin Avenue and Highway 27/441 was also submitted for processing.

On Monday, April 4, 2022, the Town Commission approved the establishment of a Community Development District for the Hammock Oaks development as well as Phases 5 and 6 of the Green Key Village Subdivision. Also, this week the Growth Management Department received the final approval from the Department of Economic Opportunity (DEO) for the Hammock Oaks Large-Scale Future Land Use Amendment. The development may now proceed with the submittal of site plans and platting for the various residential phases of the development.

Code Enforcement Officer Lori Crain spent Wednesday and Thursday in training for certification as a Qualified Stormwater Management Inspector. The class was offered by the Florida Department of Environmental Protection. Two others in the Growth Management Department have previously obtained the certification in an effort to better recognize sediment control issues in our community and ensure that developers are implementing best management practices (BMPs) during the course of construction.

Staff issued 49 permits over the last week, and 85 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Team Lady Lake Hot Dog sale fundraiser for Relay for Life was a success and we raised \$258.00 from this event. Shout out to Mayor James Rietz and Town Manager Bill Lawrence who also came out to support us and congratulations to our Finance Director Pam Winegardner who won the 50/50 raffle. We would like to thank all the Town employees for participating in our fundraiser events. This past Wednesday, April 6th, a total of 35 Town employees participated in Florida Blue Wellness presentation for the month of April. Each employee earned 10 points to go towards their wellness day off. Let's give a warm welcome to our new hire Jacqueline Schilling who is our new Staff Assistant to the Town Clerk. Three potential police officer candidates were selected to participate in the upcoming PAT (Physical Agility Test) on Tuesday, April 12th. Two candidates have confirmed they will be participating. Human Resources participated in a training this past Wednesday, April 6th on "How to Properly Document Performance Issues" that was presented by Florida Public Human Resources Association.

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 (Leon and Patrick) and the vendor Citizenseve. Our focus continues to be directed to integration efforts, specifically financial transaction workflow, document management, and identity and access management and data migration testing.

The document management software implementation project is nearing completion. Integration testing with Citizenseve is planned for next week. The staff onboarding effort will begin soon.

Leon and Andy are continuing our hardware lifecycle (HWLC) project. We have successfully delivered our initial test set of computers this week. We will begin to deliver the balance of the first group of machines next week.

Magellan Advisors submitted a draft version of the Fiber Master Plan this week. Staff will review this version and submit change requests soon.

The SCADA network upgrade project began this week with John working with our vendor BlueAutomation to upgrade Servers and Network equipment at multiple locations.

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 is scheduled for next week.

LIBRARY SERVICES (Aly Herman)

We have been celebrating National Library Week all week! National Library Week is an annual celebration highlighting the valuable roles libraries, librarians, and library workers play in transforming lives and strengthening our communities. Library staff participated in spirit week, dressing to a different theme every day, which started conversations with patrons and staff. We had two gift baskets patrons could enter to win to show them our appreciation. We had an adult and youth basket full of library goodies!

LeeAnn Elkins has been named our new Technology and Reference Library Assistant. LeeAnn has worked at the Lady Lake Library since 2017. She is very knowledgeable about technology, has excellent customer service skills, and is always willing to help anyone.

We had 13,701 patrons come into the library during the month of March. That is a 13% increase over March 2021. We registered 91 new patrons during March. We want to welcome them to our library!

Items Checked Out This Month:

Books: Adult: 3,759; Young Adult: 199; Youth: 1,425; Adult Paperbacks: 152; Adult Large Print: 973

Audio: Adult: 350; Young Adult: 1; Youth: 3

DVDs: Adult: 1,058; Young Adult: 27; Youth: 141

Periodicals: Adult: 35

Overdrive circulation includes eBooks, audiobooks and streaming video: 2710

The youth department has been busy with craft time, story time, Legos, and two outreach programs this week! Nicole and Kourtney went to Little Blessing Preschool on Thursday where they read stories and gave library goodies to about 50+ children. The library will also have a booth at this weekend's Easter Egg Hunt. We love being out in the community, seeing so many familiar faces, and creating a family-friendly atmosphere.

We have our Ambassadors of Nature program on Friday, April 8th, at 11 am. We are expecting an excellent turnout.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. The Maintenance Crew has been working on trimming the Oak Trees at the parks and performing various tasks associated with the facilities. Brad has been leading the crew in preparing for the Easter Egg Hunt on Saturday.

The Parks and Recreation Director has coordinated with the bands for the Blues Fest. We have Beautiful Bobby Blackmon who will open up for Packrat Smokehouse. The bounce houses have been reserved and the Chamber of Commerce is reserving two food vendors which both sell BBQ. I have been in touch with Texas Roadhouse about serving beer and wine at the event. They have the license and the proper corporate training to responsibly serve it. I will get a confirmation in the near future.

This month we still have the Easter Egg Hunt this Saturday, First Baptist Church of Lady Lake Choir on the 16th at Heritage Park, New Song Community Church Easter Sunday Services, Relay for Life on the 23rd and Arbor Day on the 28th. If able, please come out to the events.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: 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. There are 3 interested applicants participating in this process. Good luck to those participating.

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.

Interviews will be conducted next week for internal applicants who applied for the second K9 handler position and the Detective position that will be open upon the retirement of Detective Butch Perdue in September 2022.

Public Safety: On April 1, 2022, the Lady Lake Police Department responded to a complaint in the area of West Lemon Street in Lady Lake. While in the area, Officer Goehring smelled a strong odor of cannabis coming from the area and it was more evident as he approached 306 W. Lemon Street. Officer Goehring notified his supervisor who contacted members of the Criminal Investigation Division. There was no one present at the residence at the time. Due to the strong smell coming from that residence, a search warrant was prepared and executed. A large cannabis "grow house" was discovered with plants and equipment commonly used in this process along with dried cannabis that was ready for distribution. Further information revealed that 308 W. Lemon Street may also be another location. On April 4, 2022, a search warrant was prepared and executed on this residence. Additional plants, equipment and dried cannabis were discovered.

As a result of the two search warrants, a total of 180 plants in various growing stages, equipment, and approximately 6.85 pounds of dried cannabis that was ready for distribution was seized from both residences. The approximate street value of the dried cannabis is \$16,000.00. Good job by all members of the department who were involved in taking this operation down! The Criminal Investigations Division is still working to bring those responsible to justice. Anyone having information is encouraged to contact Detective Matt Duryea at 352-751-1542 or Detective Butch Perdue at 352-751-1586.

On April 4, 2022, Officer Goehring conducted a traffic stop on U.S. Hwy 27/441 and CR 25. The driver refused consent to search the vehicle. K9 Officer Higgins and K9 Lux arrived on scene. K9 Lux walked around the vehicle and alerted on the vehicle near the driver side door for the presence of narcotics. Officers on scene discovered narcotics in different areas of the vehicle as well as two firearms. There was approximately 33 grams of methamphetamine, 22.5 grams of Fentanyl, 24 Xanax pills (with no proof that they were prescribed by a licensed physician), THC oil, glass pipes, hypodermic syringes and two firearms seized as a result of this traffic stop.

The driver was arrested and charged with trafficking in both methamphetamine and Fentanyl, possession of a controlled substance-Xanax, felon in possession of a firearm, possession of THC and marijuana, and possession of drug paraphernalia.

Officer Jonathan Goehring should be recognized for his proactive patrol over this past weekend. His efforts were vital in removing a variety of narcotics, in large quantities, from the streets of our community!

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

Maintenance Department (Ted Williams, Supervisor):

Coordinate with the contractor for the Lake Ella Estates Project as needed.

Inspected driveway aprons for permitting.

Continued coordinating with contractors for quotes for Town Hall Commission Chambers flooring replacement and roof replacement for Town Hall and Police Department.

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 filled in and re-sodded a small sinkhole in the right of way of Oleander Street. No reported damage.

Crews graded and added asphalt millings to the roadway on East Hermosa Street.

Travis and Truman (mainly Truman) re-painted the Town Hall sign.

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. Shout out to Mary for her room painting skills, we received many compliments from the Police Department staff on the job well done.

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. Signed and sent FDEP Waterline Clearance Application for Phase 3 of the project, still waiting on power to the new lift-station to perform start-up testing. Contractor on site installing underground power currently.

Staff performed meter reading, work orders and 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 are being installed. 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 has been changed to April 20th at 2:00 PM in the Town Commission Chambers due to material pricing issues with the prospective bidders. 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

FDEP recently conducted an inspection on the Town's Water Distribution System that is called a Sanitary Survey. This occurs every two years and is an extensive inspection of the infrastructure, policies, records, and overall operations of the potable water system. The report and results of the Sanitary Survey came in this week, and we received great news. 100% in compliance and ZERO deficiencies. Shout out to the entire utilities staff for keeping the Town in the good graces with the regulatory agencies and a job well down.

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 completed and will be presented to Town Commission. This master plan is being funded by a grant from the Lake County Water Authority awarded to the Town.

The connector road project between Caroline Avenue and Spencers Lane is in the works. Awaiting confirmation from the county that the deed is recorded, staff will then 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 being constructed by the Benchmark Group has it currently out to bid. Staff will pass along a construction schedule once received from the developer.

The RFQ for Engineering and Consulting Services proposals were received and opened. Seven proposals were received. The five-member selection committee is currently reviewing and ranking the proposals. The committee ranking and recommendation meeting is April 27th at 9:00 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.