

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

April 14, 2022

Shout Outs this week go to C.T. Eagle and his Road Pavement Management Program. C.T has told me that he has just received their report on the 5-year project list from our consultants. The Towns report this year, based on the Pavement Condition Index, is 80 out of 100 on the overall health of the pavement on town owned streets. Few towns in the nation have even come close to this 80 ranking. C.T will explain more in his report.

Lake County Manager's Meeting was held last Thursday in Leesburg. We discussed the problem we have all been having recruiting new employees. We agreed that we have been competing with companies in the private sector that offer the ability to work from home and increases in salaries due to inflation. We discussed the challenges with our budget this year due to inflation.

Department Manager's Meeting was held Tuesday morning. We reviewed the next commission meeting agenda for April 18th at 6:00 p.m. We discussed project status and the start of the budget season and timeline.

Lady Lake Chamber Board of Directors Meeting: They reviewed the Mac & Cheese event and Mike talked about the upcoming Blues Festival in September. They discussed the Commission's approval of replacing the roof on the Lady Lake Museum.

CLERK'S OFFICE (Nancy Wilson):

A one item Planning & Zoning meeting was held on Monday and that item addressing a variance will be placed on the May 2, 2022 agenda. The Commission meeting packet was assembled and distributed. There was a Parks & Recreation meeting and a Library Board meeting and the agenda for the Special Magistrate meeting for next week is under construction.

The list of delinquent business tax receipts (51) was sent to Code Enforcement last month, but Jackie decided to take a deep dive into the 51 delinquent listings to try to narrow the list of delinquencies for Lori Crain to deal with. Through several methods of contact and research, she has received four payments, found out that six businesses were no longer in Lady Lake and has received "promises" to pay from sixteen others. One of the biggest problems is that corporate offices do not receive the renewal notices that the local offices receive; the local offices have no way of paying invoices. We attempt to get updated addresses every year but oddly, this is always an issue. Further, many businesses want to pay with a credit card, but we do not have that capability. One fellow even said he refuses to pay his delinquent fees until he can pay remotely by credit card! You should hear Jackie sweet talking these people on the phone; she wins them over.

Five department heads were tasked with reviewing the submissions for RFQ 2022-001: Continuing Engineering, Architectural, Land Surveying and IT Consulting Services. I'm reviewing those documents as time permits.

The Fire Services Agreement with VCCDD may finally be wrapped up. The final mark-up was sent to them for approval and execution.

Finally, hoop jumping is continuing with the Citizens Advisory Task Force meeting that will take place as part of the CDBG grant process. Currently, the consulting firm with whom we are working has said they need to determine if the advertisement that must be run prior to any meeting being held needs to be in multiple languages. I am waiting for his determination before moving forward. Government processes!!

FINANCE (Pam Winegardner):

The first step in creating the town budget was discussed in last weeks' Manager's report. This includes sending out the budget calendar and forms for any capital assets and for personnel additions or changes.

The next step is sending department budgets to each department head that includes personnel services, operating expenditures and capital outlay. Personnel services includes payroll and associated benefits such as hospitalization, dental, retirement, vision, and other payroll taxes. This is controlled by finance and is built on current payroll with projections on what raises may be and the benefit premium increases could be for the upcoming year. The department head controls the amount of overtime expected in the upcoming year.

Operating expenditures are next starting with historical information with potential increases. The cost of operations will increase along with the increasing costs to us from our vendors and includes phone services, contract labor (cleaning, fire inspections, pest control, auditing, security), liability insurance, software, training and, vehicle repairs among other services. Turnover in personnel would increase training costs and uniform expenses but could reduce personnel services if the new employee starts at a lower wage. Fluctuations in fuel prices will cause the budget to increase in the case of diesel or gas price increases and affects the police department and roads & streets the most but if prices do not increase, the money budgeted will not be spent.

Capital assets are also included in budgeting. These are expenses (service or asset) that are \$5,000 or more and last over one year. These include equipment, vehicles, building, improvements to land to name a few.

Any money left over at the end of the year is returned to the unrestricted fund or at the Town Manager's discretion may be transferred to a special fund called Asset Fund. This fund is for capital improvements or purchases and the commission may dissolve this fund at any time.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

On Monday, April 11, 2022, final inspections were conducted at the La Hacienda Hotel located at 1201 Avenida Central. The new owner has made drastic improvements to the building and landscaping and hoping to reopen for business soon.

On Wednesday, April 13, 2022, the Building Department received plans for 732 square foot addition to the Village Endodontics located at 121 Griffin View Drive, as well as the corresponding minor site plan modification. A minor site plan modification was also received for the Plaza Professional Center located at 314 La Grande Blvd. They are proposing to upgrade the landscaping at that location.

On Monday, April 11, 2022, the Planning and Zoning Board voted to forward a variance to the Town Commission with the recommendation of approval. The variance is for a carport that is encroaching into the front set back located at 223 Gibson Street. This project has been the subject of a long-standing code enforcement violation. Town Staff is looking forward to moving toward a resolution for this case.

The Building Department staff has been busy processing many over-the-counter permits. The upcoming rainy season and warm weather typically brings an increase in mechanical system change outs and roof replacements.

Staff issued 44 permits over the last week, and 95 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Human Resources participated in training this past Wednesday, April 13th on "Crafting an Effective Communication Culture That Inspires & Motivates"; it was presented by the Florida Public Human Resources Association. The Safety Committee met this past Wednesday, April 13th and voted on two incidents. The next meeting is scheduled for Wednesday, June 15th at 10am. An interview is scheduled for Tuesday, April 19th for the Public Works Operator II position. We have received several applications for the Administrative Assistant to Library Director 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 (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 Citizenserve continued this week. The staff onboarding effort will begin soon.

Leon and Andy are continuing our hardware lifecycle (HWLC) project. We began to deliver the balance of the first group of machines today.

The SCADA network upgrade project continued 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 was completed Wednesday. We anticipate moving to the new software for our next meter reading cycle.

John was accepted to the [MS-ISAC](#) cybersecurity leadership mentoring program recently; the initial kickoff call occurred this week.

LIBRARY SERVICES (Aly Herman)

We hear occasionally: I hope libraries never go away; or with technology, we will not need libraries soon. I read an article recently, "Ten Reasons Libraries Are Still Better Than the Internet." It was an older article, but all ten reasons are still very much valid. I want to share the ten reasons.

- 1. Libraries are safer spaces.**
- 2. Libraries respect history.**
- 3. Librarians digitize influential primary sources.**
- 4. Librarians are leaders in increasing online access to scholarly information.**
- 5. Librarians are publishers.**
- 6. Libraries host makerspaces.**
- 7. Librarians can help you sort the real news from the fake news.**
- 8. Librarians guide you to exactly what you need.**
- 9. Librarians do not track your reading or search history to sell you things.**
- 10. Librarians do not censor**

You can read more on the article in American Libraries magazines.

https://americanlibrariesmagazine.org/2017/12/19/ten-reasons-libraries-still-better-than-internet/?gclid=CjwKCAjw6dmSBhBkEiwAW-EoIMlstOhx1ftjSXg-Kyxtxw5EkIBPqDn8vCR1uxjx3F3qLwINsV-9BoCSG8QAvD_BwE

We had 64 adults, and 52 youth enter the National Library Week giveaway basket. The two winners have been notified and plan to come in to pick their prizes up. Last Friday, we had Ambassador of Nature come to the library. We had 32 children and 21 adults attend. It was a fantastic turnout, and everyone learned so much! Shoutout to Ruth Patterson for organizing this program.

During Storytime this week, children got to make bunny headbands and search around the library for Easter eggs that the library bunny left behind for them. Our homeschool program was this week; the kids learned about Earth Day, and each child got to pot their own flower. In youth, they have created a seed exchange. They repurposed an old card catalog, and packets are organized in drawers according to how easy or difficult the plants are to grow. The drawers make it easy for patrons to find the seeds they need—the library's wide selection of books about seed saving and organic farming help patrons in their gardening efforts. This is free and open to all patrons.

AARP Tax-Aide has wrapped up its 2022 tax season here at the library. Just at our location, they helped well over 400 people. Having these services is a great service for the community. They have already reserved space for 2023.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. Vicky has been preparing to treat the fields for insects while Sam and Dylan have made repairs to the Soccer Associations storage building.

We had a very comfortable showing for the Lady Lake Easter Egg Hunt. I want to thank Mayor Rietz for working with us to distribute the eggs. The parents and kids had a good time meeting him and taking photos. This weekend we have the First Baptist Church of Lady Lake Choir performing at Heritage Park. I predict that it will be a good performance.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: The Police Department will have a Mock Assessment for Accreditation next week from April 19-21. The assessment team is composed of law enforcement practitioners from similar agencies. The assessors will review written materials, interview individuals, and visit offices and other places where compliance can be witnessed.

We would like to thank Mary and Albert from Public Works for the job they did in getting the building ready for the assessment.

The Police Department conducted a Physical Agility Test (PAT) and written exam on April 12, 2022, at Lake Technical Institute of Public Safety. There were two applicants who participated and will move on to the next step in the process. Interviews will be set up after the Mock Assessment.

Recruiters from the Police Department attended a job expo at Lake Technical Institute of Public Safety. School aged teens attended and were able to inquire about what it takes to become a law enforcement officer. They also learned about the different positions within the numerous agencies that were in attendance.

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 were conducted for the second K9 handler position and the detective position that will be open upon the retirement of Detective Butch Perdue in September 2022. Officer Ryan O'Neal is the newest member of the K9 team. He will be assigned the new K9 that has been purchased, with the assistance of Kathy Haviland of Tri-County Senior Outreach, through the generous donation of the Moritz Foundation. The K9 is currently being trained for tracking and narcotics detection. More details will be released on the K9 at a later date. Officer Jonathan Goehring will take the place of Detective Butch Perdue in the Criminal Investigations Division upon his retirement. Congratulations to both officers!

Public Safety: The Lady Lake Police Department is working with FDOT as part of "National Work Zone Awareness Week" which takes place April 11th through the 15th. Officers are patrolling U.S. Hwy 27/441 in the construction zone conducting traffic stops. Officers are enforcing traffic violations and are also providing motorists with a work zone awareness pamphlet. This effort will help bring awareness to everyone that work zones are a sign to slow down. Please be aware of changing traffic patterns throughout the construction zone.

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

Maintenance Department (Ted Williams, Supervisor):

We just received our annual Pavement Management Program (PMP) report and 5-year project list from our consultants, Pavement Management Group. Last year the Town's average PCI or Pavement Condition Index was a 79 out of 100, which is great, but we are happy to announce that this year we finally hit an overall PCI average of 80 which back in school days was a solid B. The PCI is a rating for the overall health of the pavement and consists of many factors when evaluating the condition of paved roadways. There are very few towns or cities in the nation that have even close to a PCI of 80. Average PCI is 72 in Florida, 65 nationwide. The Town started the PMP in

2008-09 at 70 as an average PCI. The target PCI for most municipalities is generally 75 because of budget constraints. Even with conservative funding as we have here, with proper planning, regular inspections, and utilizing a variety of treatment types to stretch the dollar, you don't have to spend millions of dollars a year to keep potholes out of roadways. This a huge benchmark for the Town and we are glad to be part of it. A big shout out to our previous Mayor, Jim Richards for setting us on this path many years ago.

We are continuing coordinating with contractors for quotes for Town Hall Commission Chambers flooring replacement and roof replacement for Town Hall and the Police Department. Three quotes for each project should be in hand by next week to get those projects going.

Attended Safety Committee Meeting, voted on two incidents.

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.

Justin and Todd assembled and installed a french drain system for the roof runoff at the Community Building.

Crews performed work order tree trimming on Cypress Point.

Facilities Maintenance (Albert Rachel, Lead Operator):

Continued working on landscaping at Town Hall, Public Works, and the library building.

Finished work orders to assist the Police Department in preparation for 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.

Began removing equipment and exterior striping from former police cruisers in preparation for upcoming surplus sales.

Utilities — Water and Sewer (Thomas "Butch" Goodman, Supervisor):

Attended Safety Committee Meeting, voted on two incidents.

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.

Utilities Customer Service and Field Staff coordinated with the IT Department for training and implementation of new water meter reading software, Neptune 360.

The IT Department and SCADA Integration Vendor, Blue Automations, has been busy installing new servers and software for the Utilities SCADA system. A shout out to John Pearl for all his efforts with this SCADA project and the Neptune 360 project, these are time consuming and complex projects.

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.

New utilities installation inspections and testing continued at Lake Ella Estates. Waiting on power to the new lift-station to perform start-up testing. Contractor on site installing underground power currently.

Staff performed non-pay disconnects, re-connects, work orders and coordinated with High Water Usage Customers.

Crews repaired issues at Lift-Station 19 this week.

Crews repaired water service line leaks at Ivanhoe Circle and Rose Lane.

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. A large crane was used this week to install large pumps and equipment. 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 is 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 the Town Commission for consideration in the coming weeks for bid advertising consideration.

Administration:

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 nearing completion. The deed has been recorded and staff is now coordinating the new fence installation prior to opening the road segment to the public.

Benchmark Group has bid out the construction of the sewer line extension project on CR 25 from Fennell Blvd to Griffin Avenue. 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 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.

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.