

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

April 28, 2022

Police Benevolent Association Negotiations the first meeting was held this week between the Town of Lady Lake and members of the PBA. The negotiating team for the town will meet with the commission in executive session on Thursday May 12th.

Lake County Commissioner Kirby Smith met with Mayor Rietz and me this week. Commissioner Smith is looking for support from the Town of Lady Lake on a new ordinance he is submitting to the Lake County Board of Commissioners. The ordinance is on the dangerous use of public rights-of-way on county roads. This will prohibit pedestrians in medians and having any interaction between the pedestrian and occupants of a motor vehicle that is not legally parked. In the year 2021 there were 838 pedestrians killed. 5 pedestrians were killed in Lake County.

Department Manager's Meeting was held Tuesday morning. We reviewed the commission agenda for the commission meeting scheduled for Monday May 2nd at 6 p.m. We discussed the current budget and inflated cost on the current RFP that the town has received from contractors. We discussed priority projects and Plan B alternatives.

Arbor Day Celebration I attended the celebration that was held at the First Baptist Church of Lady Lake this year. Orange trees were planted near where the students will be planting gardens on the property as a part of their curriculum.

The Volunteers Dinner will be held Thursday night at Harbor Hills Country Club with a western theme. This is a great chance for us to recognize all the volunteers that make up committees such as the Planning and Zoning Board, Library Board, Parks, Recreation and Tree Advisory Board, Police Pension Board, Disciplinary Arbitration Panel, Library Volunteers, Parks and Recreation Volunteers and Pastors. Thank You All!

CLERK'S OFFICE (Nancy Wilson):

Commission agenda items were finalized on Monday and packets were compiled and distributed and posted on Wednesday. The Special Magistrate monthly meeting was held this past Tuesday and Carol is working on transcribing the minutes. The Police Benevolent Association met on Tuesday. The RFQ Selection Committee met on Wednesday to tally the scores for Continuing Engineering Services.

The deadline for the Tree Raffle is fast approaching on Monday, May 9, at 6 pm. The tree raffle is in honor of the National Arbor Day celebration. Raffle forms can be found under NEWS on the Town website. You must reside within Town limits to qualify. The drawing will be held in Commission Chambers at 5 pm on Monday, May 16th.

FINANCE (Pam Winegardner):

In creating a budget for Lady Lake's fiscal year October 1, 2022, to September 30, 2023, each department must take into consideration the cost of goods and services. This year is seeing high inflation rates and problems with getting products and services. Many items ordered in August and November of 2021 are still on order and vehicles and materials have not only been hard to purchase but costs have skyrocketed and getting service is hard due to lack of staffing.

The Town is seeing inflation rates according to the Consumer Price Index (U.S. Department of Labor Bureau of Labor Statistic.) You can view the site by cutting and pasting this link.

[Consumer Price Index Data from 1913 to 2022 | US Inflation Calculator](#)

January 2021 to 2022 Inflation rate is 7.05%

February 2021 to 2022 7.87%

March 2021 to 2022 8.54%

April will be out on May 11th

CPI-W is Consumer Price Index for wages

[Consumer Price Index \(CPI-W\) \(ssa.gov\)](#) is the link to cut and paste into the web address bar

January 2021 to 2022 is 8.23%

February 2021 to 2022 is 8.60%

March is not out yet nor does it state when it will be. These are what Social Security goes by.

To calculate these rates correctly, subtract the CPI rate of 2021 from the same month in 2022. Divide the difference by the 2021 rate.

Example, CPI-W

January 2022—276.296

Less Jan 2021—255.296

Increase of 21.00 — take 21 and divide by 255.296 and you will get .082257 or 8.023%

The difference between the Consumer Price Index (CPI) and inflation is a source of confusion for many. At its easiest level, the Consumer Price Index in the United States is used to calculate

inflation. Thus, their similarities are better understood based on that relationship even if the details of their differences are not.

Looking at definitions, the Bureau of Labor Statistics of the United States Department of Labor defines the CPI as:

“a measure of the average change over time in the prices paid by the urban consumers for a market basket of consumer goods and services.”

It defines inflation as:

“the overall general upward price movement of goods and services in an economy.”

Unfortunately, those definitions do not thoroughly describe the nuances between the Consumer Price Index and inflation. To do that, we must elaborate on both concepts with additional detail. To begin with, let's look solely at the Consumer Price Index. The CPI can be viewed as a number used to measure change. In the United States, the Bureau of Labor Statistics gathers the average prices paid by consumers for hundreds of different items each month. Inflation is always considered as a percentage, so we take that number and multiply it by 100.

Source: US INFLATION CALCULATOR. COPYRIGHT 2008-2022

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week Growth Management received an application for a storage unit and fleet parking modifications to the Village Airport Van Campus located at 121 West Hermosa Street. Also received was a special permit use application for an electronic message board for the Big Dan's Car Wash. The building plans for the 732 square foot addition to the Village Endodontics located at 121 Griffin View Drive were submitted this week as well.

Plans were received this week for an interior remodel involving 5,000 square feet of area in the Sabal Palms Building located at 510 Highway 466. The work involves changes to the executive suites within the building.

Staff also conducted landscaping inspections this week for certificates of occupancy in various subdivisions within Town. Subdivisions under current development include Green Key Village and Lake Ella Estates located on Lake Ella Road, Water Oak Country Club Estates Hilltop Addition located on Griffin Avenue west of County Road 25, and Pine Brook Mobile Home Park located on Griffin View Drive.

Staff issued 64 permits over the last week, and 86 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Interviews for the Administrative Assistant to the Library Director position went very well. We currently have two more scheduled for Tuesday, May 3rd. An interview will take place on Monday,

May 2nd for a potential police applicant. Two interviews are scheduled for Wednesday, May 4th for Public Works and Utilities department. Public Risk Management of Florida will be having their quarterly Property and Casualty Board meeting on Friday, April 29th in Lakeland. Human Resources will be in attendance. Admin Assistant to HR, Audrey Richards, has been working on goodies bags for our Modified Employee Health Fair that is schedule for Thursday, May 5th.

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 data migration testing phase is beginning to wind down. Our focus continues to be directed to integration efforts, specifically financial transaction workflow, document management, and customer portal design.

An initial financial transaction integration test plan has been developed by staff and is scheduled for next week.

The ERP Steering Committee met on Tuesday morning to review the activity timeline of RFP 2021-0003 and to specifically discuss the outcome of our recent discovery call with the vendor Tyler Technologies. Direction was given to proceed with reference checks at this time and report back prior to proceeding with contract negotiation.

John, Patrick and CT met with Magellan Advisors to review their draft Fiber Master Plan proposal. Discussion was productive, a final version is expected soon.

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 are working on FY2023 budget preparation and are attending many vendor calls this week.

LIBRARY SERVICES (Aly Herman)

Did you know Philanthropist Andrew Carnegie was a one-man library-funding machine?

The wealthy industrialist donated \$55 million—or about \$1.6 billion in today's dollars—between 1886 and 1919 to open an astonishing 2509 libraries worldwide, including 1679 in the United States.

This past Tuesday, Tamika, Audrey, and I interviewed two applicants for the Administrative Assistant to the Library Director position. We have two more applicants to interview on May 3rd and will decide by the end of that week who will receive the job offer.

We received a memorial donation to purchase two audiobooks in honor of Mrs. McCleary, who passed away. She appreciated the library immensely, and a friend donated in her honor.

Lynn has been busy making craft kits for adults. Many patrons talk about how fun they are, even just the coloring pages. She comes up with inexpensive and easy crafts for all to enjoy. Thank you, Lynn, for your hard work!

Family Craft meets every Tuesday. This program is just a drop-in from 10 am - 11 am. We had another huge attendance for Storytime this week. We are starting to think this is the new normal, and we LOVE IT! 25 children and 23 adults. This Friday is baby Storytime with Ms. Kourtney at 10:30 am, and video games with Ms. Miranda at 3:30 pm. We love to see many of our regular families, and its lovely meeting new families.

On Tuesday, Geneticist Elaine Keebaugh, PhD hosted a class, "Advanced Options for Essential Tremor for Parkinson's." She was happy with the number of people that attended. AMAC hosted and streamed a free seminar on Understanding Florida Homestead Law. Attorney Patrick Smith presented the statutory and constitutional aspects of Florida homestead law. SHINE met this week at the library. The SHINE (Serving Health Insurance Needs of Elders) program provides health insurance information and free, unbiased, and confidential counseling assistance to Medicare beneficiaries, their families, and caregivers. They meet on the 2nd and 4th Wednesdays of every month from 2 pm- 4 pm. No appointments are required.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. I have to say that I am very proud to have the crew that I have. Half of us have worked together for almost 20 years and Brad has been with us for over 10 years. I had a family emergency that required me to be gone for an event. Even though Relay is not a town event, it is one where we offer support. Van and Brad did an incredible job at the event and the American Cancer Society called to let me know about their professionalism and how great they were to work with. It was stated that they do not get the same support from other municipalities that they do from Lady Lake.

We have been preparing for Arbor Day 2022. The event will kick off here in a couple of hours. I have met and coordinated with my crew and all of those involved. I expect that it will be a good ceremony. I am excited to have this Arbor Day as it is with a purpose and not just planting a tree to keep our tree City U.S.A. requirement.

Neel Schaffer Engineering is working with the contractor and getting the final touches done on the contract for the park. I expect that it will be done by the end of next week. I will be happy to get this project going.

I will be putting the Train Depot Roof Project out for bid in two weeks. I am going to get the park project up and going and finish up the last event before I switch gears to the Depot Project. We will have the price to paint the depot, train cars and the cabin in next year's budget.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: The Police Department will hold annual emergency vehicle operations training next week as part of the department's quarterly in-service training. Officers will participate in a series of exercises that deal with evasive maneuvering, driving under stressful conditions, and stop stick deployment for tire deflation of suspect vehicles.

Members of the Police Department will participate in a full activation exercise at the Emergency Operations Center in Tavares, Florida next week. This is a 2-day exercise that will prepare the various agencies to work in unison in the event of a weather related or another catastrophic incident.

One applicant is scheduled to be interviewed for a full-time police officer position next week.

Please [visit https://www.ladylake.org/departments/human-resources/police-officer-vacancy-announcement/](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.

Public Safety: The Lady Lake Police Department would like to express our sincere condolences to the families of the teenage boys who lost their lives in a single vehicle accident this past Sunday morning. We wish those who were injured a speedy recovery.

The members of the Lady Lake Police Department continue to stress the importance of remaining aware when traveling through the construction zones on U.S. Hwy 27/441. The traffic patterns and speed limits in these zones will vary creating hazardous driving conditions. Give yourself enough time to reach your destination safely.

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

Maintenance Department (Ted Williams, Supervisor):

Worked on upcoming budget preparation.

Performed driveway inspections.

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 removed a tree on East Lemon Street.

Kon's Crew worked on placing milling material on the West Lady Lake Blvd right of way.

Facilities Maintenance (Albert Rachel, Lead Operator):

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

Motor Pool (Joe Grubb, Lead Mechanic and Billy Kohler, Mechanic):

Continuing service and repair of the Town's fleet and equipment.

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

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

Worked on upcoming budget preparation.

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.

The IT Department and SCADA Integration Vendor, Blue Automations, continued installing new servers and software for the Utilities SCADA system.

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.

Staff performed work orders and coordinated with High Water Usage Customers.

Staff repaired water service leak on 1st Avenue.

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. Current estimated completion date of Phase One is May. Phase Two plans and specifications bid opening was April 20th at 2:00 PM in the Town Commission Chambers. Three bids were opened and will be reviewed by the Engineer. The received bids were roughly 30% higher than the original estimate, which unfortunately seems to be the same for any projects in the current economic climate. Staff will bring a recommendation of award to the Town Commission for consideration in the coming weeks.

Phase One of the Well #4 and #5 Project - Applied Drilling continued finishing out well number 4 this week, once completed they will start work on well number 5 at the elevated tank on N. Clay Avenue. Phase Two documents and design will be brought to 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 on May 16th. 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 - The new fence installation is scheduled to take place next week. After the fence is installed, the road segment will be prepped by Town staff then opened 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 met this week after reviewing and ranking the proposals. Six of the seven proposals were selected to begin contract negotiations by the committee. The contracts will be brought to Town Commission for consideration of approval once completed.

The Public Works/Utilities Department currently has 3 job openings, (Two) Utilities Collection/Distribution Technician I position(s), and (One) 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.