

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

December 2, 2021

Shout Outs: Jan Miller always does a great job planning events for the Police Department. I appreciate the work she did for the Santa's Shop with a Cop Event. This took a tremendous amount of coordination with the Fruitland Park Police Department, Walmart, American Legion, Kiwanis, Central Florida Solutions Group, White Pelican Home Services, and the Brick & Barrel Restaurant. A special shout out for the members of the police department that gave their time to shop with the children and parents this past Saturday. While attending this event, I noticed the children and their parents had smiles on their faces, but I believe the bigger smiles came from the members of the Lady Lake Police Department that included: Chief Tempesta, Deputy Chief Jason Brough, Lt. Vargas, Detective Perdue, Detective Duryea, Officer Daniels, Officer Doran, Officer Manders, CSA Michelle Herbster-Sloan, and Pat Hughes. Job well done!

I received notification this week from the Florida Department of Environmental Protection on their review of the Town's Two Year Report of our Stormwater Management Plan. The report was complete with no compliance issues. There is a lot of coordination with other departments that makes this happen. A special shout out to Maryann Krisovitch, our consultant with Surfacewater Pros, and Public Works staff Peggy Smith and Brenda Brock.

The Department Managers meeting was held Tuesday morning. We reviewed the upcoming agenda for the Commission meetings on 12/06/21. We discussed the events scheduled for December and the filling of vacant positions within the Town.

CLERK'S OFFICE (Nancy Slaton):

Carol, Nancy W., and I processed and published the packets for the three meetings scheduled for December 6th, as follows:

- Commission Workshop meeting at 5 p.m. to review meeting protocols and the Sunshine Law (led by Town Attorney Derek Schroth)
- Local Planning Agency meeting at 5:30 p.m.
- Regular Commission meeting at 6 p.m.

Reminder: On December 6th at Town Hall, photography sessions are scheduled for the Commissioners and Department heads so that we can update our website. I believe Commissioners' sessions start at 4:30 p.m. Julia Harris in the Town Manager's office is coordinating this at the request of I.T. Director John Pearl.

Nancy W. published the agenda for the Police Pension meeting scheduled for Wednesday, December 8th, and I published the agenda for the special meeting of the Special Magistrate to be held on Thursday, December 16th.

Carol worked on the Town's float for the Christmas parade this coming Saturday. Others on the float committee include Julia Harris, Mena Bodie, Dawn Woods, Lori Crain, and, of course, Eric Welcome of Public Works played a big part as well.

Carol took the lead in decorating our office for the holidays before the children of the Villages Elementary School arrived to decorate our lobby Christmas tree on Thursday. This is always a fun event to watch.

FINANCE (Pam Winegardner)

Due to past events such as the tornado of 2007 and hurricane damages, the Town Commission has elected to keep revenue matching six months of our annual expenses in reserves. This means that revenue funds matching 50% of our budgeted expenses are set aside for possible disasters, shortages of expected revenue, or other emergencies.

The budgeted expenses in the general revenue for FY2021-2022 is \$15,279,482 with six months (50%) of our revenue held in reserves (\$7,639,741). This ensures that the Town remains in a healthy financial state and can meet the public's needs in case of a disaster or short fall of revenues.

In 2007, the devastating tornado took \$2 million in funds to help residents, clear roads, repair damages, and cover labor. Of this amount, the Town's deductible share of covering these expenses came to \$261,283 as dictated by our agreement with FEMA, and \$189,882 not reimbursed due to the Town working on private land helping to dig out our citizens (a total of unreimbursed \$451,165).

In 2014, an audit was performed by the Department of Revenue (DOR) and due to errors made by a communication provider, the Town of Lady Lake had to pay back communication service tax in the amount of \$1,368,410. This was paid back through the DOR (with no paid interest) over a span of time; however, the monthly revenue from the communication service tax was reduced by 42% permanently and it had a big impact on the town's revenues.

The six months in reserves are also to make sure the Lady Lake residents have continuous water, sewer, timely road repairs, disaster shelters in preparedness, and Town labor to make repairs, ensure protection, and assist our residents.

The Town of Lady Lake has continuously had the second lowest millage rate in Lake County with a population of 16,042; with the lowest being the Town of Montverde with 2.83 millage rate with a

population of about 1,650. The third lowest is Fruitland Park with a 3.9134 millage rate and a population estimated at 10,700.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

On Wednesday, December 1, 2021, Growth Management staff, along with a Villages Fire Department representative, met with the operator of the Hacienda Hotel. The hotel has been closed for some time now as a result of interior renovations which were underway, and more recently, code enforcement violations. Later this month, the hotel owners intend to obtain the necessary permits to complete the work that needs to occur to address the existing violations. The owners, as well as Town staff, are hopeful that the hotel can open to the public again in early 2022.

A Minor Modification to Site Plan application for the Holiday Inn Express at 1205 Avenida Central for a proposed 240-square-foot vestibule addition project was approved on Wednesday; work should commence soon for this improvement to the hotel.

On Thursday, Growth Management and Public Works personnel met with the Benchmark Group regarding the Lady Lake Square Apartments project to be constructed on property located behind the Sam's Club, south of Griffin Avenue, and east of County Road 25. The first review of the site plan has been completed and the developers are preparing to submit revisions to staff for a second review of the plans late this week, or early next week. Once all comments have been addressed, the site plan will come before the Town Commission for consideration of approval. Staff anticipates bringing the site plan before the Town Commission in mid-January. Again, the proposal is for a 288-unit apartment complex with five commercial outparcels.

The building department issued 39 permits over the last week, and 62 inspections were conducted in the field. Three Certificates of Occupancy were issued for new single-family residences built in the Hidden Oaks Subdivision (2) and Green Key Village (1).

HUMAN RESOURCES (Tamika DeLee)

Interviews for the Police Officer and System Analyst positions were conducted on Wednesday, December 1, 2021. Both interviews went well, and conditional offers of employment will be made to candidates for each position. We also interviewed a candidate for both Utilities' positions. The Town of Lady Lake has several jobs opportunities available. For more details, please visit our website at ladylake.org.

INFORMATION TECHNOLOGY (I.T.) (John Pearl):

Network security infrastructure projects have continued this week with multiple vendors. These projects involved vulnerability detection and response and incident response plan development. I will attend a FLGISA cybersecurity workshop later today.

Multiple vendor calls continued this week as we near completion of our annual hardware lifecycle plan. We anticipate submitting purchase order requests on Monday.

The community development software implementation project continued this week with the Building Department (Malina Wright and Becky Higgins) and Code Enforcement (Lori Crain) and the vendor Citizenseve. The data migration test effort for each group is continuing. Staff are working to identify and document application layout, process workflow, and data consistency issues in the test environment.

The I.T. Department would like to acknowledge Malina and Lori for their attention to detail and consistent effort working with the vendor to ensure the best possible outcome.

I continued the document management software implementation project continued this week with the vendor MCCi. We defined the proposed security matrix and addressed outstanding development questions. Our assigned developer has been ill recently. We anticipate her return soon and the completion of the additional workflow development requests. Staff training regarding workflow automation will be scheduled in January.

We anticipate Tyler Technologies' response to our Request for Clarification (RFC) 1 for RFP 2021-0003 for Enterprise Resource Planning (ERP) software this week.

Staff from Public Works, Growth Management, and I.T. are scheduled to meet with Magellan Advisors next week to discuss the ongoing development of the Town's Fiber Master Plan.

Patrick Kauper continued to develop additional elements requested for the data interface for the Citizenseve integration. This week's request regarded identifying flood zones.

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

A reminder that our photographer, Myron, will be at Town Hall on Monday afternoon. If you would like to update your website photograph, please schedule a time with Julia.

We conducted an interview for the I.T. Department's System Analyst position this week and a conditional offer of employment has been extended to the candidate.

LIBRARY SERVICES (Marsha Brinson)

The Interim Library Director is off this week — No report.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. We have been hanging Christmas lights at the Log Cabin and preparing for the parade. Van, Brad, and Sam put the stage and bleachers in place behind the train cars while

Kon and his guys from Public Works worked on the parade route. Everything looks good and I thank all of the departments who have helped in this effort.

At this time, we are at around 49 entries for the parade. This is a pretty good showing, and considering the times that we are in, I am very happy! Two of our Commissioners and the Mayor will be riding in the parade. I have extra cars and magnets for everyone if you decide to participate at the last minute. We are coordinated with the different departments and organizations. The event will be similar to years past. My staff and volunteers will be at the staging area on December 3rd to stake out the spots. As customary, that will be the only event-related project that we will have tomorrow.

In checking in on the Christmas lights, Vicky and her crew, along with Travis from Public Works and his guys, are going to be ready early. As happens every year, they will be tweaking the lights until the last minute. I have coordinated with the First Baptist Church of Lady Lake for the event and am excited to see what type of showing that we will have without the school kids this year. The event will start at 6:15 p.m. on December 10th. All Commissioners and their spouses will have chairs behind the podium.

POLICE DEPARTMENT (Chief Robert Tempesta)

Police Officer applicant interviews were conducted this Wednesday, December 1, 2021, with the assistance of Human Resources Director Tamika DeLee. A conditional offer for employment was presented to a potential new hire. A background investigation, psychological evaluation, and medical exam/drug screening will be scheduled as part of the hiring process per FDLE guidelines. There is currently one full-time sworn police officer position open.

The announcement for promotional testing for the rank of Corporal and Sergeant closed this week. The written exam and interview panel for both positions will take in approximately two to three weeks. The interview panel will consist of members from outside law enforcement agencies. There are officers interested in testing for both ranks, respectively. Good luck to all officers!

On Saturday, December 4, 2021 the Lady Lake Police Department will participate in the annual Town Christmas Parade. Officers will be leading the parade as well as assigned to foot posts along the parade route to ensure that all in attendance have a safe and enjoyable time.

The members of the Lady Lake Police Department would like to remind you to be patient and safe out there when traveling on the roadways. When you factor in the ongoing construction project causing detours and traffic pattern changes along with the increased traffic, it creates a hazardous condition.

Officers are out on bike patrol in the shopping plazas throughout the holiday shopping season. We would like to remind you to be safe this holiday season by remaining fully aware of your surroundings.

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

Maintenance Department (Ted Williams, Supervisor):

Continued performing inspections of new roads, sidewalks, and stormwater inlets being installed at the Lake Ella Estates Project.

Prepared for the students at Villages Elementary School to decorate the Christmas Tree at Town Hall, December 2nd at 9:30 a.m.

Streets (Kon Scott, Travis Lacey, and Justin Wallace - Lead Operators):

Continued putting up Christmas decorations at the Town facilities and installing Christmas lights at the Log Cabin.

Road patching, storm inlet cleaning, and wash out repairs continued.

Litter pickup in the right of ways around Town is ongoing.

Performed driveway apron inspections.

Most of the maintenance staff will be working the Christmas Parade this weekend, driving for the floats (Town float, Library's float, and for Santa Claus's sleigh), traffic control, and clean up after the event. Staff has been cleaning up vehicles, inventorying traffic cones and barricades, and prepping tow trailers for the floats for the parade as well.

Travis's and Justin's crews replaced some street signs around Town, pressured washed and stained sidewalk areas at Public Works, and installed decorations for the Christmas Parade.

Kon's crew continued mowing of right of ways around Town and assisted the Police Department in picking up supplies. They also prepared the Christmas Parade route by mowing, blowing, trimming trees, filling in washout areas, and placing insect bait along the route.

Facilities Maintenance (Albert Rachel, Lead Operator and Eric Welcome, Operator II):

Continued working on landscaping improvements at Town Hall/Police Department, Public Works, and the Library.

Assisted other departmental staff with preparing the Town's float for the Christmas Parade.

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

Continuing service and repair of the Town's fleet and equipment. Also, assisted in preparing vehicles, Santa's Sleigh, and utility vehicles for the Christmas Parade.

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

Completed numerous Utilities Availability Requests from prospective developers, Certificate of Occupancy close out requests, and work orders.

Fire extinguisher certifications, termite inspections of buildings, security camera inspections were all completed this week.

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 Highway 27/441 Road Widening Project. Utilities relocation work is ongoing, and staff assisted with Bac-tee sampling for line clearances of a new relocated waterline installed near Griffin View Drive.

New utilities installation inspections continued at Lake Ella Estates.

Meter installations, replacements, and exchanges continued.

Repaired a waterline break at MMD Computers on US 27/441.

Water and Wastewater Treatment Plants (Daniel Mykeljord – 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. Work should be completed on this phase of the project in January 2022. Phase Two plans of the project are completed and will be brought to Town Commission for consideration to be put out to bid in the next month or so.

Phase One of the Well #4 and #5 Project, Town Commission approved the award of contracts to the well driller contracts. This project is tentatively scheduled to start in March. Phase two documents and design will be brought to Town Commission for consideration to bid in early 2022.

Administration:

We received good news from the Florida Department of Environmental Protection (FDEP) this week, the recently submitted Year Two Report Review of the Town's NPDES Stormwater Management Plan Permit is complete, with no further information needed and no compliance issues noted. Nice work staff.

The Utilities Department currently has two job openings. Utilities Collection/Distribution Technician I and a new position, Lift Station Mechanic. 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.