

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

January 6, 2022

A look Back on 2021:

- Ended the fiscal year with a surplus
- New Fiscal Year budget kept the same with second lowest mil-rate in Lake County as in previous years
- Community Building completed and events' revenue has surpassed previous years.
- Phase 1 of the wastewater treatment plant modification project is in the final stages.
- Wells 4 & 5 phase 1 has begun.
- Two New Department Managers: Tamika DeLee, Human Resource Director and Nancy Wilson as Town Clerk
- Retirements: Nancy Slaton Town Clerk, Ron Michaud, Police Sgt., and Andy Crogan Police Sgt.
- Several New Businesses: Such as Earth Fare, Chipotle, Nothing Bundt Cakes, and Sportsman's Warehouse
- New Citzenserve software installation and training for Town Hall Staff
- Parks & Recreation continuation of special events upended by covid cancellations last year and new fundraising for Fourth of July fireworks.
- Approval to move forward on the Walking Trail on Dixie Ave. is going out to bid.
- Library programs and events are back from the Covid 19 era.
- Several development projects have been proposed at this time.

CLERK'S OFFICE (Nancy Wilson):

We miss Nancy Slaton terribly but we're so happy she was able to retire and start a new chapter of her life.

A Commission meeting was held on January 3rd and all the post processing has been completed including the minutes. The Planning & Zoning meeting scheduled for January 10th was cancelled so Carol and I have had some extra time to focus on our new responsibilities.

As Deputy Clerk, Carol has already taken over some duties such as posting to the website and troubleshooting some uploading and posting issues we were having. She acquired her Certified Municipal Clerk's designation in another state so there is a lot of untapped knowledge there. I feel lucky to have her backing me up.

Through the months, I have been compiling material about the responsibilities of and procedures in the Clerk's office. It is all available in bits and pieces and on scraps of paper. With all the information in hand, I am working on turning it into a useful manual that will hopefully serve as a standalone document to make training a little simpler in the future. The process of putting the manual together has been an invaluable learning experience.

We have begun the process of dealing with delinquent business tax receipts of which there are about 130 out of nearly 1,000. Some of these may be out of business, exempt or no longer in Lady Lake. Whatever businesses are still delinquent as of March 1, 2022, will be turned over to Code Enforcement.

The Clerk's office is very organized, and we plan on keeping it that way. However, there are some processes that can be streamlined and some efforts that can be eliminated since some of what is being done hails back to 2008-2012. This will be an ongoing project especially as we become fully up and running with Laserfiche.

FINANCE (Pam Winegardner)

The Town of Lady Lake's October and November financials are being released to the Town Manager and the Commissioners but were held up due to closing the fiscal year as of 9/30/2021. All revenues and expenses must be in that are related to Fiscal Year 2021 before we can close out the year. These financial reports show the current year-to-date totals with the accompanying reports showing our banking balances as of the end of the month of the report along with a budget versus actual report.

These reports are created from our accounting fund software which reconciles each month to our banking statements and our revenue and expenditure accounts. Our bank balances for pooled money and for investments are reviewed throughout the month with safeguards that send notifications of large money transfers to both the Town Manager, the Finance Director and the Staff Accountant; the finance team submits lists to the bank of allowed withdrawals.

Quarterly reports will be submitted to the Federal and State online this month and cover FEMA (for IRMA funds remaining to be sent to us) and police grants. We also create quarterly reports for impact fees and police pension reconciliation to ensure we are up to date on posting our revenue and expense accounts. It is not unusual for FEMA and FLPA (Florida Public Assistance) to delay the release of the last funds that we are due because of their complex audit procedures and shortage of manpower for both agencies. The town is due approximately \$18,000 for Hurricane IRMA for administration expenses of the Public Works Director and the Finance Director.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

A meeting of the Town Commission was held on Monday, January 3, 2022, at which the Commission granted approval for two residential variances on East McClendon Street. Ordinance 2021-29, which would have established zoning entitlements for a 160-unit subdivision on County Road 25 was denied upon first reading.

The Lady Lake Square Apartments and the Narine Commercial Retail Office site plan applications have completed the staff review process. Both items will come before the Town Commission on Wednesday, January 19th at 6:00 p.m. for consideration of approval.

A revision was submitted to the building department for the Holiday Inn vestibule located at 1205 Avenida Central. Site work continues at the Big Dan's Car Wash, and work continues toward completion of the shell on the last outparcel in the Lady Lake Commons Shopping Center.

Staff issued 32 permits over the last week, and 48 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

No report.

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

Multiple network security efforts occurred this week with John attending several vendor discussions regarding Log4Shell vulnerability detection, response, and remediation. Preparations were completed anticipating the start of a new vulnerability detection project scheduled to begin next week.

The community development software implementation project continued this week with the Code Enforcement Officer (Lori), IT (John, Leon and Patrick) and the vendor Citizenseve. Our effort this week was focused on review of the functional requirements matrix. We learned this week that our lead developer has become ill. We anticipate a short delay while he recovers.

The document management software implementation project continued with IT (John and Leon) and the vendor MCCi. Multiple meetings occurred providing Leon an introduction to the various vendor teams we are working with, providing a review of the current project status, and a discussion regarding the outstanding deliverables. Final testing plans and user training schedules are being developed.

Leon began various Microsoft Office 365 configuration efforts this week focusing on compliance, discovery, and security configuration.

John and Patrick met with Magellan Advisors to review the status of the conceptual fiber network design and wireless overlay to be included in the Town's Fiber Master Plan. Discussion also included review of various example "fiber friendly" ordinances as we continue to research a potential "dig smart" policy.

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

When reflecting on this past year, it was a busy and challenging period for the IT Department. We began implementation of two significant enterprise software projects (community development and document management) and are engaged in the RFP process for a third (enterprise resource planning). We have responded to multiple cybersecurity challenges and have begun the development of a more mature security program. Staff have outfitted and relocated to new office spaces at the library, and we have welcomed Andy Crogan and Leon Platt to our team.

As we begin the new year, we continue to be busy but are encouraged that much of the work accomplished during 2021 will begin to produce improved outcomes for town staff and our citizens.

LIBRARY SERVICES (Marsha Brinson)

The beginning of a new year is always a good time for reflection. I have been at the library for two months as the interim director. The pandemic has brought many changes to library services over the past year but even in my short tenure, I can see things returning somewhat to pre-pandemic levels. Even with patrons using more digital platforms, circulation remains at an average of about 11,000 items a month. This is down somewhat but I am beginning to see an upward trend.

Another casualty of the pandemic was library programming. In person programming was discontinued but started again in January of 2021. The number of programs and attendees has increased every month as people got vaccinated and their fear of the pandemic lessened. We are seeing a slight downward trend now as Covid continues. This trend reinforces the importance of our online and digital resources as patrons may not be comfortable in a public building or in a group setting.

It is the goal of the Lady Lake Library to become a true community meeting spot notwithstanding the challenges of the past year. It is difficult to say where the next few months or years will take us but there are plans in motion to re-open our Maker Space and increase adult and youth programs. The theme of the state sponsored Summer Reading Program is "Oceans of Possibilities". Nicole LeFrancois and Kourtney Fehr are working on youth plans and programs and we hope to bring back an adult summer reading program also. We hope to increase the amount of people using our space by planning various user activities for our many public spaces. Our new year will have challenges I'm sure, but we are always working toward a great library experience for our patrons.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. Sam and Dillon have done a great job removing the holiday

lights at the Log Cabin in preparation for Art in the Park. We will be keeping the stage and bleachers in place for the event.

The Director has been working with the Chamber of Commerce for the Art in the Park event. Right now, we have a waiting list with between 8-12 names on it. We hit our maximum of 70 vendors about two weeks ago. I will be going to Belleview to get trophies ordered for the student art contest that we have at the show. The entries come from The Villages Elementary of Lady Lake and Leslie and Janet do a great job working with the school on this. The banners and signs for the event will be put up next week.

We have been working on the last details with Neel-Schaffer Engineering and our Growth Management Department to put the Walking Trail Project out to bid. As stated before the holidays, it is best to get past the holidays to get the most bids. You will see it advertised in mid-January with us getting bids back about six weeks later. As mentioned before, I do not have the exercise equipment in the bid doc as I will do that once the trail is completed. I do not see the need to pay an extra 12% for the contractor to do it when I can work with the vendor directly. You will see the bathroom as a decorative block building. It will be a simple example of their bathhouses to keep the costs down.

I met with the Lady Lake Garden Club about Arbor Day this Spring. As always, we will have the tree raffle. It was suggested that we partner with the First Baptist Church of Lady Lake to plant a tree on their property. We have planted a lot of trees over the years in our parks and sometimes it is good to plant a tree on other than Town property for the event.

I finally was able to get a third tile contractor to meet with me for the Rolling Acres concession stand bathroom project. We will not be able to do the project in season but will be able to do it once the season is over. I will be happy to have this project completed.

POLICE DEPARTMENT (Chief Robert Tempesta)

Public Safety

As road construction continues along US Hwy 441/27, the Lady Lake Police Department would like to remind all motorists to be aware of the changing traffic patterns. There is a new traffic pattern on US Hwy 441/27 near Fennell Blvd. The new traffic pattern will prevent southbound motorists from accessing the bridge. Southbound motorists will need to travel on a newly constructed roadway on the west side of the bridge. The southbound side of the bridge is in the process of being removed.

Please be aware of the "No left turn" signs when traveling southbound near Rolling Acres Rd, Old Vineyard Rd, Fennell Blvd, and Water Oak Blvd. You will have to find an alternate route. Be patient and find a safe alternate route. You may have to drive further south and find an

intersection to turn around. You can use CR 466 to do so as there is a traffic signal which makes it a safer option. We realize that it is an inconvenience but here is the reality of impatient motorists. The police department responded and worked 17 traffic crashes in the construction zone in the first 6 days of the pattern change. These crashes can be minimized if motorists are paying attention. Do not attempt to cross in front of traffic that has the green signal, you will cause a traffic crash and will be cited and found at fault. You will be dealing with your insurance carrier as the responsible party for property damage and any personal injury. So please pay attention, remain alert, and make the proper decision when driving to avoid a traffic crash. Why would you want to risk your safety and the safety of others to save a few minutes?

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.

Performed driveway apron inspections.

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

Patched potholes and road cuts.

Litter pickup around Town is ongoing.

Cleaned up a large tree limb that fell at Town Hall.

Travis's and Justin's crews worked on repairing, replacing and, cleaning streets signs around Town. They also took down Christmas decorations at Town Hall, Public Works, and the Log Cabin.

Kon and Tanner continued working on cleaning up the right-of-way on West Lady Lake Blvd for vehicle access.

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

Replaced parking lot lighting at Public Works.

Pressure washed the fuel tank behind Town Hall on Veterans Way.

Cleaned doors and windows at the Library.

Continued working on landscaping at Town Hall and the Library.

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

Removed decals and prepped two Police vehicles for surplus.

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, and work orders.

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. Utilities relocation work by the contractor will recommence next week.

New utilities installation inspections and testing continued at Lake Ella Estates.

Performed meter reading throughout the town, including large sewer meter accounts for Water Oak and the City of Fruitland Park.

Future potential development projects coordination is ongoing with the Growth Management Department.

Water and Wastewater Treatment Plants (Daniel Mykeljord – Lead Water Plant Operator, Darryl Flanders – Lead Wastewater Plant Operator, and Steve Pfouts – Dual Certified Plant Operator):

The multiple required regulatory agencies required reports were submitted to FDEP and St. Johns River Water Management District.

Phase One of the Wastewater Treatment Plant Modifications Project work continued by the contractor, SGS. Final stages of work are continuing for Phase One of the project, piping and interior coating currently being installed. Phase Two plans of the project are completed and will be brought to Town Commission for near future consideration to be put out to bid. Currently coordinating with FDEP for permitting, permit is pending.

Phase One of the Well #4 and #5 Project, this project is tentatively scheduled to start in March. Phase two documents and design will be brought to Town Commission for consideration to bid by that time.

Administration:

The connector road between Caroline Avenue and Spencers Lane is on hold currently with a failure to close on the property purchase due to mortgage and title issues with the property owner. Currently coordinating with the Town Attorney on possible solutions.

The Utilities Department currently has 2 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. A major lane shift took place on December 28th. This shift directly affected traffic movement and eliminated some southbound left turns at Rolling Acres Road, Old Vineyard Road, Fennell Blvd, and Water Oak Blvd. Drivers should use caution in this area until traffic patterns stabilize. The southbound bridge demolition work is underway.