

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

March 17, 2022

Shout Out this week goes to Pam Winegardner. Pam has educated us through her weekly Manager's Reports. This information has been picked up by the media since it is so informative. Pam has used her report to educate everyone on how the town's finance department works. Last week's report explained the fuel tax rates and breakdowns on where this money goes. Great job Pam!

Lake County Florida League of Cities Meeting was held in Mt. Dora on Friday. Mayor Reitz and I attended the meeting and listened to the presentation given by St. John's River Water Management District staff who gave an overview of their ongoing projects in Lake County. This is always a great networking event.

Live Streaming Commission Workshop: John Pearl reported on research he gathered from meetings with Lake County, Eustis, and Tavares. Each organization has been live streaming their meetings for several years. A brief overview of what we have learned was presented. We need do to more research on funding, implementation, and staffing issues to bring back to the commission for future consideration.

Staff recommends a series of three more workshops. See below:

1. Why develop a communication program?
2. We will bring in a Professional Public Relation/ Communication Manager to discuss what it takes to run a communications program followed by a Q&A.
3. In the final workshop, we will present a budget and funding sources.

Department Managers' Meeting was held Tuesday morning. We reviewed the commission agenda for the March 21st meeting. We welcomed Aly Herman to the team. We discussed live streaming, the PBA Contract, and the Fire Protection Services Agreement. The Fire Protection agreement will be on the April 4th agenda.

CLERK'S OFFICE (Nancy Wilson):

Carol and I prepped for, attended and/or post processed the meetings for the Commission, Planning & Zoning, Special Magistrate.

Daily, we perform our role of serving on the front line for all calls and visits to Town Hall. Combined with compiling meeting information, preparing for meetings, and wrapping up after

meetings in conjunction with other Clerk's office duties, we have time for little else. However, when we do get a little free time, we work on cross-training and eliminating "fluff" in our processes. On April 4th, our new Staff Assistant will come onboard, and we will be adding another cog in the cross-training wheel. I am a huge proponent of this because it means the town is never in a position where the Clerk's office does not operate at 100%.

FINANCE (Pam Winegardner):

The Florida Department of Revenue keeps a large database of addresses sorted by jurisdictions. This database is called Matchpoint with addresses being added (new homes, annexations) or removed (demolitions, de-annexations) or corrections made if the property is in the wrong jurisdiction.

This data base is connected to and must be consistent with the 9-1-1 Agency, Lake County Property Appraiser, other jurisdictions, and the owners of the properties. Communication vendors (AT&T, Comcast, CenturyLink, Verizon) can use this to ensure that taxes go to the correct jurisdictions besides being used by other state, county, and local government agencies for distribution of fuel and other revenue sharing taxes. Maintaining this database is difficult due to the sheer numbers of addresses and updates that are made regularly and are uploaded twice a year.

The Town of Lady Lake is also working on completing the GIS (Geographic Information System mapping) of properties, infrastructure, and other items to better serve the community. The Information Technology (IT) department has a full-time employee that is constantly going out in the field to find locations of our infrastructure (longitude/latitude), new streets and other developments within the town limits. This mapping helps with locating water, reclaim and sewer lines, where meters are, lift stations, etc. but also includes where the Lady Lake boundaries are and other infrastructure. This is a time-consuming job but necessary.

This GIS database that the IT department has been working on has, on a huge scale, assisted in updating the Department of Revenue's database that the finance director has been struggling with for years. With the assistance of Lady Lake employee, Patrick Kauper, the process has taken a leap. Patrick matched the recent project cases of addresses to his Lady Lake database and found many addresses that are conflicted but help both the Lady Lake and Lake County database. His experience and skills have solved a long-standing problem in updating the Lady Lake database and has established a working relationship with Greg Holcomb with Lake County to update Lake County's database also.

A big shoutout to Patrick Kauper in the IT department who was able to sort, compare, color-code problem areas, and expand his work to include not only corrections for the Department of

Revenue, Lady Lake, and Lake County but to smooth out the process of updating the data base with his skills. This is Lady Lake departments working as a team to work better for our residents.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department received Utility Plans for the Lake Sumter Apartment Homes - Phase II proposing 84 units located at the corner of Cherry Lake Road and Hwy 466; it is now under review. On Tuesday, March 15, 2022, a site visit was performed for the Pine Brook Mobile Home Park to close out the site improvements. The park has entitlements for 40 units on approximately 7.58 acres along Griffin View Drive, just north of the Lady Lake Mobile Home Park.

On Monday, March 14, 2022, the Planning and Zoning Board meeting was held, and Green Key Village Phases 5 & 6 Preliminary Plat Plan, which proposes 93 single family residences, was forwarded to the Town Commission with a recommendation of approval. Green Key Village is located on Lake Ella Road and these phases will complete the development of the subdivision. At the same meeting, the variance which was filed by Cynthia Hines-White to maintain a carport that has been placed within the required front yard setback was tabled until the meeting of April 11, 2022.

The partial internal remodel for Kohl's to accommodate the Sephora line of personal care and beauty products was permitted this week. A zoning clearance for a Business Tax Receipt for the Natural Café at Too Your Health proposing operations at 989 South Highway 27/441 was also issued this week, along with a demolition permit for the Water Oak Pole Barn and Maintenance Building.

Staff issued 55 permits over the last week, and 104 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Today Human Resources will be conducting an interview for Utilities Distribution and Collection Technician I position. The Town has a new Public Works Operator II position available. If interested, please apply at www.ladylake.org. Human Resources participated in Lady Lake Library find a leprechaun activity this past Wednesday. We had a blast and enjoyed attempting to locate all ten leprechauns. If you are at the Lady Lake Library this month, please go find those leprechauns.

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 Citizenserve. Our focus continues to be directed to

integration efforts, specifically financial transaction workflow, document management, and identity and access management.

The document management software implementation project continued with Leon and the vendor MCCi. The effort to remediate the outstanding configuration issues and requested retention workflow changes is nearing completion. A revised User Acceptance Testing (UAT) program will then be prepared and completed followed by an onboarding effort for staff.

John, Leon, and Andy are continuing our hardware lifecycle (HWLC) project. Our efforts are focused on configuring and testing software installation automation and policy definition. Anticipate delivering the first set of computers at the end of the month.

John, Patrick and CT 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. A draft version of their final report is expected next week.

Patrick worked with Pam this week to provide corrections to the current Florida Department of Revenue MatchPoint addressing file related to communications services tax revenue.

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

The Neptune360 implementation project continues. The required file format changes have been completed. Staff training for the new software is being planned at this time.

John visited with staff from Eustis on Monday to learn about their experience with live streaming their public meetings and their social media program.

LIBRARY SERVICES (Aly Herman)

As the new Library Director of the Lady Lake Library, I just wanted to take a moment and introduce myself. I have worked in libraries since the age of 16. I started in Sumter County Libraries and worked there for 8 years, then got the wonderful opportunity to work for the Town of Lady Lake's library in 2014. I have worked in circulation, technology, and reference, and now I have been given this exciting opportunity to be the Library Director. I'm happily married and have a beautiful 4-year-old daughter and 3 pugs. When I'm not working, you could find me at one of the Disney parks! Thank you, Mr. Bill Lawrence, for your support and mentoring me to become a future young leader.

This week has been busy at the library as it is Spring Break for the county schools. Nicole and Kourtney had many programs and activities for children and their families. One of the activities was "Find the Leprechauns". Children, and their families went around the youth and adult library looking for 10 hidden leprechauns. Once they found all leprechauns, they could pick out of the

prize chest. We also hosted David Berardi, the Magician, on Thursday. We had an incredible turnout of people of all ages. Shout out to Nicole and Kourtney, and their hard work this week!

Care Access had set up a table in the lobby for Coffee, Cookies & Conversation on Friday. ABC of Dementia hosted another workshop Friday and had such a huge turnout that they scheduled two additional workshops. Ruth's Author's Roundtable also met this week. She has quite a group of inspiring authors.

I want to give another shout-out to Marsha Brinson. Marsha has graciously decided to stay a few weeks to help my transition to the Library Director. I'm so lucky to receive all her many years of knowledge and insight for this position. Thank you again, Marsha. I hope you finally get to enjoy retirement.

PARKS AND RECREATION (Mike Burske)

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. This week, we poured the footers for the second sunshade at the Dog Park. We are also preparing the Log Cabin for the Mac and Cheese Festival and working with the Chamber in preparation for Saturday. Vicky has been fertilizing the fields in preparation of the Rye Grass dying off for the season. The fertilizer will help in the transition from Rye Grass to the 419 Bermuda we have during the summer.

We had a quote to replace the roof at the Train Depot. The company would not give us a quote to seal the roof due to the condition. To replace the metal, we are looking at \$25,500.00. This does not include fixing the rot that is underneath. I predict that could add another \$10k-\$15k for the job. I will be going to the Commission in April to ask which direction they want to go with the roof. We have money to seal the roof but want to see if the Commission wants to properly fix the roof or seal it.

Betty Senter of the Lady Lake Garden Club, The First Baptist Church of Lady Lake and I met on Wednesday to discuss Arbor Day for this year. The church wants to introduce gardening as part of the curriculum at their school. The Town is partnering with the church this year and we will plant about five citrus trees for them to celebrate Arbor Day. The event will be held in the back of the church in an area they are looking to turn into a garden. The celebration will be April 28th at 10AM at the First Baptist Church of Lady Lake.

I met with the vice president of the Lady Lake Soccer Association this week. The current president will not be coming back next season. He has been in place for at least two years and was integral in saving the league after the difficulties the league went through with the former president. I was informed that we will have a very good group of volunteers coming on next fall and predict that we will see the league begin to, once again, grow to its' former number of participants. The league

went through a lot of turmoil a few years back and Christina and Cliff are directly responsible for us still having youth soccer in Lady Lake.

I received an email from The Villages Woodworking shop on Tuesday. The cart path between the Driving Range and the Woodworking Shop sits on top of the roots to a line of Live Oak trees. Of course, the roots are starting to come up through the asphalt. The corridor between the trees and the retention pond left no other choice of where to put the path so it was known that this challenge would come up one day. We will have the removal of the trees in next year's budget. The trees were planted directly under the power lines and will never be able to grow fully as the power company has to trim them back dramatically to avoid problems with the power lines.

POLICE DEPARTMENT (Chief Robert Tempesta)

Announcement: Next Friday, March 25, 2022, The Emergency Operations Center in Lake County is hosting the annual training for the upcoming hurricane season. Members of the police department will be attending to familiarize with new updates to the computer software used to assist municipalities during these storms and other disasters.

Police Department recruiters will be at Lake Technical Institute of Public Safety speaking to attendees of the Equivalency of Training (EOT) course. These attendees are out-of-state police officers who are seeking Florida Law Enforcement Certification. Please visit <https://www.ladylake.org/departments/human-resources/police-officer-vacancy-announcement/> for more information. Interested applicants can obtain an employment application on-line. Please submit all applications to Tamika DeLee in Human Resources.

Public works is continuing with building maintenance to include painting and minor repairs in preparation for the on-site assessment for accreditation.

Public Safety: Traffic enforcement is ongoing throughout the Town of Lady Lake. Please be responsible when out on the roadways. There is increased traffic on all roadways, so it is the responsibility of all drivers to remain alert and obey all posted signs.

Remember, if you receive any phone calls or correspondence, whether written or electronic, requesting money through any means including bitcoin, gift cards, or cash, contact the police department first before sending anything. Don't become a victim of a scam.

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 initial walk-thru with the contractor to develop a punch list for close out items.

Inspected driveway aprons for permitting.

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.

As time and weather permitted, Travis' and Justin's crews continued general right-of-way clearing and establishing a dirt roadway on Oak Street between Clay Avenue and Rolling Acres Road.

As time and weather permitted, Kon's crew also continued working on cleaning up the right-of-way and adding clay to the roadway on West Lady Lake Blvd for vehicle access.

Crews continued cleaning storm drain inlets around Town to stay ahead of the rain. Grass clippings and leaves raked or blown into the roadway clogging up storm drains has become a serious issue around Town and is taking staff time away from other duties. Please see this link related to stormwater and storm drains help us spread the word!

<https://www.ladylake.org/news/stormwater-illicit-discharge/>

Facilities Maintenance (Albert Rachel, Lead Operator):

Continued working on landscaping at Town Hall and the Library. Currently performing numerous work orders to assist Police Department in preparations of 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.

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. Performed initial walk-thru with the contractor to develop a punch list for close out items. Power being installed by contractor to new lift-station prior to start-up testing.

Staff performed work orders, distributed door hangers prior to disconnects for non-payment, performed disconnects and reconnects. Also coordinated with high water usage customers.

We welcomed our new Lift-Station Mechanic, Jose Aguilar Velez, who started this week.

Staff repaired a water leak at 314 Ivanhoe Circle and made electrical repairs at lift-station 2.

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. Final stages of work are wrapping up for Phase One of the project. Interior and exterior painting completion is weather contingent. Large parts are finally being delivered to the site. Tentative completion date for Phase One is late April or early May if all parts are delivered as scheduled. Phase Two plans and specifications for bid were approved by Town Commission on February 23rd. Bid advertisement is taking place this weekend and the bid opening date is April 12th at 2:00 PM in the Town Commission Chambers. 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, Citrus Well Drilling has completed the well casing installation for the Well #4 site and Well #5 site. The second contractor, Applied Drilling, has mobilized equipment for next week with a completion date in April. Phase two documents and design will be brought to Town Commission for consideration in the coming weeks for bid advertising consideration. Phase Two consists of the construction of a new ground storage tank, new high service pumps, and other major system improvements.

Staff is in the process of developing and coordinating the regulatory agency mandated CCR (Consumer Confidence Report) for water quality, for near future distribution to the customers.

Administration:

Lake County Public Works has started discussions with Town Staff regarding the possibility of transferring some county-maintained roads within the Town limits to the Town. They passed along a list of potential transfers that were mainly roads within the county enclave in The Villages. Staff has performed an initial inspection and evaluation on the listed roads for needed improvements that will be funded by the County prior to transfer. Discussions are in the initial stages at this point, and staff will follow up with more information as it becomes available. Any transfers will have to be approved by the Town Commission.

The connector road between Caroline Avenue and Spencers Lane property purchase was discussed at the last Town Commission Meeting. The property owner has agreed to sign the deed to transfer the property after March 22, 2022.

The Utilities Agreement with the Benchmark Group for the sewer line extension on CR 25 from Fennell Blvd to Griffin Avenue was approved at the Town Commission Meeting on February 23rd. Staff will pass along a construction schedule once received from the developer.

The RFQ for Engineering and Consulting Services advertisement was approved by the Town Commission on February 23rd. Advertisement is in process and opening date is March 31st at 10:00 AM in the Town Commission Chambers.

The Utilities Department currently has one remaining job opening, the Utilities Collection/Distribution Technician I position. An interview is scheduled this week with a potential candidate. Eric Welcome with Facilities Maintenance resigned this week, Human Resources has already posted the Operator II position to fill the vacancy. Please see the Town's website or contact Human Resources for more information.

The draft plans for the new right turn lane construction on Fennell Blvd at US 27/441 are under review by Town Staff. The developer and widening project contractor will negotiate an agreement for the construction work.

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.