

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

March 2, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Our New Communication Director is Elisha Pappacoda, she will be starting March 6th. Elisha is from Brooklyn, NY and is a graduate of Fordham University receiving her Bachelor of Arts in Media and Communication. After graduating, she moved to Lake County, Florida and started her career at Fox 35 in Orlando. She later became Lake County's Communication Director. After several years, Elisha moved onto the Town of Oakland Florida where she started their Communication Department. Elisha has received many awards such as FPRA (Florida Public Relations Association) Chapter President of the Year 2021, 40 under 40 Lake Sumter Style Magazine 2020. FPRA Joe Curley Rising Leader etc. Welcome, Elisha, to our team!

Manager's Meeting was held Tuesday morning at the library. We reviewed the commission meeting agenda for next Monday's meeting, March 6th at 6:00 p.m. We continued our discussion on culture and reviewed the Library Expansion Workshop.

Library Expansion Workshop was held Tuesday afternoon at 4:00 p.m. Dickenson Architects gave a presentation about the proposed expansion and renovation of the library. George Taylor with the County Library System was present to discuss funding opportunities.

CLERK'S OFFICE (Nancy Wilson):

Jackie is continuing with her updates of all the Code of Ordinances and Land Development Regulation books. Carol is continuing her Citizenserve training in order to help with the compilation of Special Magistrate packets. If it turns out that she will be an asset to that process, I may be asking for some money in the budget to purchase another license for Citizenserve. John told me the annual cost and I think it is around \$1,500 so we will have to weigh the value of her help with the cost of the license when the time comes.

At the Workshop on February 28th, the Commission decided to move forward with most of the architects more extensive design costing around \$2.8 million. The Lake County Director of Library Services, George Taylor, attended the Workshop and gave us great hope that the Town would qualify for funding in 2024 for the library renovations. In the meantime, staff will advertise an RFP and based on the bids received, the Commission will decide how to move forward. The earliest we could start construction would be late fall/early winter.

We had a rather lengthy Special Magistrate meeting on February 28th utilizing the new software to create the agenda. It was a little stressful, but all went well.

FINANCE (Pam Winegardner):

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

On Tuesday, the Growth Management Department approved a minor modification to the Site Plan of Spanish Springs for Blondies. The improvement consists of a building addition of 656 square feet for an outdoor bar. The applicant will also be relocating various utilities, removing a portion of a wall and concrete, and providing seating for the patrons of the establishment.

The Growth Management Department is currently preparing the Boulevard Oaks Preliminary Plat application to be presented at the March 13, 2023 Planning & Zoning Board; the development proposes 160 homes located on County Road 25 a half-mile north of Marion County Road, formerly referenced as the Applebee Property.

The Hammock Oaks Phases 1A-1C improvement plans have been approved, and the site work should commence in the very near future upon issuance of the development order next week. Phase 1A consists of 147 single-family residential lots; phase 1B consists of 114 Townhomes; and Phase 1C consists of 54 single-family residential lots.

The Building Department is processing the building permit for the Lighthouse RV Storage facility on north County Road 25/Teague Trail, as well as Lady Lake RV Storage on south Highway 27/441. An application for façade changes to the El Mercado Building located at 1152 Main Street was also submitted for review.

This week, staff issued 59 permits and 97 inspections were conducted in the field; the building department has processed 84 permits and 94 payments have been made through the CitizenServe portal since the January 17th launch.

HUMAN RESOURCES (Tamika DeLee):

No report this week.

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

Shout out to the Building Department and Leon for their continuing efforts to optimize our Citizenserve software. One beta portal user recently provided some encouraging feedback, "We are in 18+ Counties and this is the BEST system. MAJOR kudos to you all on a GREAT online platform!!! You all really took the time to make a fantastic and easy to use portal."

John and Leon met with Lori and Denise (Code Enforcement) and Carol (Clerk's Office) on Monday morning to finalize the Special Magistrate packet prior to the meeting on Tuesday. The collaborative effort made by staff this month was an effective learning experience.

Throughout February we have explored process change to mitigate limitations in our software regarding public meeting packet production and presentation. We anticipate continuing this effort leading up to the next meeting at the end of March.

Our goal is to sustainably produce a quality product in less time, with less effort.

John, Leon, and Pam (Finance) met with consultant GFOA on Monday to begin efforts to review and update the Enterprise Resource Planning (ERP) "as-is" and "to-be" business process maps and project requirements. This effort is in preparation for the revised Request for Proposals (RFP) anticipated in April.

John met with staff from vendor Aaron Vurgason on Monday to plan the relocation of fiber conduit on the Public Works campus to accommodate new construction.

John and Leon attended the Special Magistrate hearing on Tuesday morning.

John attended the Library Renovation Project Workshop on Tuesday afternoon.

Leon and Andy are continuing to prepare the alternative wireless service provider's test and evaluation equipment this week. It will be deployed next week for the Police and Public Works staff. We anticipate a good result.

John and Pam met with auditor CRI late last week. Evidence requested for IT controls evaluation was collected and submitted on Wednesday.

The IT Department currently has a Security Analyst position opening. Please see the Town's website or contact Human Resources for more information.

LIBRARY SERVICES (Aly Herman):

This past Tuesday, I attended the Library renovation workshop. Judd Dickerson from Dickerson Architects, Inc. presented two different plans to the commissioners which came with two different prices. A lower-cost plan would make the youth library upstairs and Growth Management move into the current youth library. Then he presented the higher-cost plan which would change the entrance to the library, giving more access to parking spaces and a beautiful lobby entrance with a second elevator to the second floor where the youth library and meeting rooms will be. George Taylor, head of Lake County Library Services, talked about impact fee funding I can apply for. I can apply for this funding in February 2024. The impact fee funds can only be used on library renovations and FF&E. The consensus of the commission was to focus on the second plan. We still need to present this to them at a commission meeting, but the library staff and I are extremely

excited and grateful this is the route they decided to go. We look forward to growing our library to help better serve our growing community with families.

Every week I am still blown away by how many new faces come through our library, especially in our children's library. In attendance, Tiny Tots had 24, family crafting had 4, storytime had 57, and Reading with Scarlett had 8. These numbers do not include all the families coming in to get library cards and just enjoying the safe space we call the library.

Finally, did you know March 3 is Employee Appreciation Day? My staff is one of a kind, they all go above and beyond in daily work and special tasks. Patrons are always saying how welcoming our library is and I believe it is because of this wonderful staff. Thank you, Nancy, Nicole, Kourtney, LeeAnn, Lynn, Ruth, Lisa, and Sam for all your hard work, dedication, and trustworthiness.

Please check out our Library's Facebook page, www.facebook.com/lakelakelibrary225, to see all the programs in the Library.

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Maintenance Staff have been performing the daily duties associated with the parks. Sam, Scott and Brad have been working at the Guava Street Athletic Complex to prepare for opening day of Little League. Vicky has been working with the weeds and fertilizing the fields.

The Farmers Market did OK this week with 18 vendors. We had a threat of rain and wind gusts that kept a few vendors away. We will have a seafood vendor this week along with a new baked goods vendor and mocktail vendor.

I would like to shout out to the Lady Lake Historical Society for a great Rummage Sale. As you probably know, we had a very bad accident in front of the Log Cabin during the event. One parked car was thrown onto the lawn of the Log Cabin narrowly missing a vendor table. No patrons or vendors at the event were hurt. I want to thank the Police Department, and Brad and Scott for their professionalism and calm demeanor during a stressful situation.

We are on the final stretch for Snooky Park. The contractor has fixed most of the items on the punch list. The electrical is the last item that is actively being worked on. I expect the park signs to be put up soon. I will get with Hunter Signs next week to have an educational sign made for the park's namesake.

We have had the Kiwanis at my building filling bags of food for the kids at The Villages Elementary in Lady Lake. This food is distributed to those in need to eat during the Spring Break when they do not have access to the school cafeteria.

I have been working on the Easter Egg Hunt and the Mac and Cheese Festival. We are getting a few vendors for the egg hunt and have ordered the Easter Eggs. We have about 12 vendors so far. The Chamber has around 17 participants for the Mac and Cheese Cook Off.

POLICE DEPARTMENT (Chief Robert Tempesta):

Officer Jonathan Rivera was sworn in as the newest member of the Police Department today. He completed orientation week and will begin the 12-week Field Training program next week.

Thank you to Officer Robert Chausse for his hard work and dedication. In the past few weeks, he has worked with Officer Nicholas Lesses and Officer Jonathan Rohena Rivera to prepare them for their 12-week Field Training program. He also set up First Aid/CPR/Narcan training and recertified all members who are issued Tasers during the department's past quarterly In-Service Training (IST).

The Police Department currently has four openings for full-time Police Officer positions. The opening for the position of Lieutenant has been advertised for potential qualified candidates to apply. Please visit <https://www.ladylake.org/departments/human-resources/> for more information on job opportunities with the Police Department. Interested applicants can obtain an employment application by contacting the Human Resource department. Please submit all applications to Tamika DeLee in Human Resources.

PUBLIC WORKS/UTILITIES DEPARTMENTS (C.T. Eagle, Director)

Maintenance Department (Ted Williams, Supervisor),

Performed driveway apron inspections, performed project plan reviews, and coordinated with residents on concerns.

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

Crews performed normal duties including patching potholes and road cuts, litter pickup along roadways, cleaning storm drains, mowing right of ways, tree trimming on East Hermosa Street, and patching road cuts around Town.

Facilities Maintenance (Truman Henson, Lead Operator and Tanner Edwards, Operator II):

Staff completed multiple work orders at Town facilities and continued performing mowing and landscaping activities at Town Hall, Public Works, and the Library.

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

Staff continued service and repair of the Town's fleet and equipment.

Today, March 2nd, is Joe, the Lead Mechanic's last day. Enjoy your retirement Joe and thank you again!

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

Completed Utilities Availability Requests from prospective developers, project plan reviews, Certificate of Occupancy close out requests, purchase orders, Monthly Operating Reports for the regulatory agencies, and work orders. Responded to two customer concern work orders.

Future potential and already approved development projects coordination is ongoing with the Growth Management Department. Projects including, Rolling Acres Reserve Apartments, Boulevard Oaks Subdivision, Getting's RV Storage, and 2 phases of the Hammock Oaks Development.

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.

Completed numerous dig ticket location requests.

Performed weekly testing of emergency equipment and generators.

Completed re-reads, work orders, distributed cut off notice door hangers, and performed service line repairs.

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 Two of the Wastewater Treatment Plant Modifications Project is in process and is on schedule, the estimated completion date is late Spring 2024. The contractor continued working on underground utilities construction and backfilling the new tank pad site.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project documents and design were approved by the Town Commission for bid advertising consideration. Bid opening date will be 2:00 PM, March 28th at Town Hall. The bids will be reviewed and brought back to Town Commission for award consideration.

Administration:

C.T. attended and briefly participated in the Library Renovation Town Commission Workshop Meeting this week. While this project does not directly affect Public Works, we have a vested interest in the operations of all departments in the Town. All of us rely upon one another to make this local government thing work while providing the best services for our residents. It was great to see the Town Commission and staff work together on the vision of this project to ensure we are all pointed in the right direction going forward into this inevitable growth spurt we are all facing in Central Florida.

Public Works currently has multiple job openings. 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 the website.