

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

March 9, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shout Out goes to Nancy Brock who has been promoted to Library Supervisor. Congratulations Nancy!

FDOT Road Widening Project: I received updates this week regarding the widening project on U.S. 441 that is going from 4 to 6 lanes from Lake Ella Road to Avenida Central. In the upcoming weeks, this project will begin working around the County Road 25 overpass. There is continuous work on the widening of the outside northbound lane between Fennell Boulevard and Avenida Central. The widening of the southbound roadway between Griffin View Drive and Lake Ella Road is currently underway, and additional drainage, sidewalks and other improvements are also underway. The estimated completion date is January 2024. www.cflroads.com/project/238395-5.

Elisha Pappacoda Tour: I gave our new Communications Director a quick tour around Town facilities and our parks. We went to the community building, library, IT, and public works where she met the department managers. Elisha will be meeting with each of the Department Managers over the next couple of weeks. She has come up with some great ideas on how she can assist staff.

CLERK'S OFFICE (Nancy Wilson):

Jackie is working when she can on updating all the Code and Land Development Regulation books. I don't think she believed me when I said it is a huge project. I met with John Pearl and Bryan Frick from MCCi at the library and we discussed the next load of boxes that will be scanned for digital storage. Carol is continuing her work to "audit" the boxes to make sure what is inside of them matches the labels on the outside. The farther back in time that she and Jackie go in their effort to organize, the less organized the boxes become.

The Town needs a high-quality portable recorder to record meetings that are not held in the Chambers. This has been an issue when two or more meetings are scheduled for the same time but only the Chambers has the capability to record. I will bring this up at budget time.

With the arrival of Elisha, she and the Clerk's office will bifurcate website responsibilities. She will post all events and news and the Clerk's office will continue to post minutes and agendas. Soon, we will discuss how lost and found animals and job postings will be managed; Elisha will most likely handle job postings. We are really looking forward to working with her!

Congratulations to Carol who has worked for the Town of Lady Lake for seven years!

FINANCE (Pam Winegardner):

The Federal Data Transparency Act (FDTA) (S.4295) bill requires federal financial regulatory agencies to adopt specified data standards with respect to format, searchability, and transparency.

You might wonder why greater transparency would be an issue? Significant financial transparency standards are already in place. According to Government Finance Review magazine, it poses an unfunded mandate; does not provide enough time for implementation; and presents a substantial federal overreach.

The provision could result in an unfunded mandate because of the increased costs that state and local governments would face to ensure their systems comply with future standards. With roughly 40,000 issuer communities currently responsible for reporting Annual Financial Reports, 15% of governments will need to buy and implement new software at a minimum cost of \$100,000, 25% will have to update their systems on their own using current staff and 50% having to develop shadow systems and use redundant processes (\$5,000 to \$100,000) to deal with additional reporting needs.

GASB or Governmental Accounting Standards Board has issued over 100 statements that were vetted through a comprehensive review and a public comment process by United States Accountants/CPAs while a federal creation of standards and requirements may end up in a conflict or differ from current generally accepted accounting standards. The Town of Lady Lake is going through a process of updating their age-old software plus our Informational Technology department is constantly having to update our security protection against hackers, scammers, and phishing. We have already instituted improved methods for our residents and contractors to pay bills, see their online utility bills and process paperwork. The town is also very sensitive to providing transparency to our residents' services and information. There are so many standards of internal control and regulations that the town must comply with, plus we are audited every year by outside auditors. For more details [Text - S.4295 - 117th Congress \(2021-2022\): Financial Data Transparency Act of 2022 | Congress.gov | Library of Congress](#)

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Hammock Oaks Phases 1A-1C improvement plans were issued development orders which authorize commencement of site work activity. Land clearing and grading activities will commence this month. 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 Banfield Pet Hospital, located at 446 North Highway 27/441 received a temporary certificate of occupancy this week (TCO); the business is located adjacent to the Tire Kingdom just south of the McDonald's Restaurant.

The Building Department is reviewing the building permit plans for the Rolling Acres Reserve Apartments on Highway 466. The development is located on Highway 466, just west of Rolling Acres Apartments, and will contain 92 units. Building permits were issued for the Lighthouse Storage project located at 1370 Teague Trail (CR 25), just south of the Lakes of Lady Lake.

The Growth Management Department will present the Boulevard Oaks Preliminary Plat application to the Planning & Zoning Board next Monday, March 13th; the development proposes 160 homes located on County Road 25 a half-mile north of Marion County Road, formerly referenced as the Applebee Property.

This week, staff issued 45 permits and 96 inspections were conducted in the field; the building department has processed 106 permits and 99 payments have been made through the CitizenServe portal since the January 17th launch.

HUMAN RESOURCES (Tamika DeLee):

The Town of Lady Lake would like to give a warm welcome to two new hires. Elisha Pappacoda is the new Communications Director who started this past Monday. Scott Hammack is our new Public Works Operator I-Street and Facilities, and he will be starting on Monday, March 13th. The Human Resource department is excited to announce that the 13th Annual Employee Health Fair will be held on April 20th at the Lady Lake Library. Stay tuned for more details coming soon.

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

Shout out and a welcome aboard to Elisha Pappacoda, our new Communications Director! We are looking forward to working with you.

John responded this week to auditor CRI's requests for additional evidence collection for IT controls evaluation. We understand that this project is wrapping up soon.

John met with Lori and Denise (Code Enforcement) and Carol (Clerk's Office) on Wednesday afternoon to discuss our experience preparing for the previous Special Magistrate meeting and made plans for preparing for the next.

John and Patrick met with vendor GIS, Inc. on Wednesday to complete implementation of an improvement to our new GIS infrastructure. We are evaluating the improvement at this time and anticipate that the effort to migrate staff to the new infrastructure will begin shortly.

John attended the final meeting of the MS-ISAC Leadership Mentoring Program this week.

Andy delivered the alternative wireless service provider's test and evaluation equipment to Police and Public Works staff this week.

John attended a meeting with the Florida Digital Service Thursday morning to learn about the current Florida Local Government Cybersecurity Grant opportunity.

John and Patrick are scheduled to meet with CT (Public Works) and vendor Magellan Advisors this afternoon to continue the data gathering element (milestone 2 of 9) of the FiberWAN Design and Engineering project.

John, Leon and Nancy (Town Clerk) are scheduled to meet with vendor MCCi Thursday afternoon at the library to discuss the next phase of our Document Digitization Project.

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

COMMUNICATIONS (Elisha Pappacoda):

I spent my first week meeting with several department heads and staff members, asking questions and learning about their roles and responsibilities. I plan to continue to speak with and learn more about each department's needs so that I may provide support and assistance.

Our communications goals include improving understanding of local government operations, increasing citizen engagement and channeling positive publicity for the Town.

This week, I toured the Town with Bill and visited the Farmers' Market, the Library, the Public Works complex and the Police Department.

John took time out to train me on the Town website, and I have since been able to share several events and posts there. Andy and Leon have also been a huge help in getting me up and running.

I set up a free account with Canva, a design tool that allows users to create professional graphics, presentations and videos. With this tool, we are able to design branded content for all of our channels. We plan to utilize a Teams Pro version of Canva and add users who would benefit from the platform so that we may work together on marketing materials.

Using Canva, I have created graphics specifically for Facebook events for the Mac N Cheese Festival, Easter Egg Hunt and Farmers' Market.

We are also slowly rolling out the Town's new [Facebook](#) page. If you can access the link, please tap "follow." You can also search Facebook for "Town of Lady Lake" under pages. The page received over 60 followers overnight! As we continue to beef up the page with additional content, we will increase its promotion as an official Town resource for information.

I encourage staff to send me any information they think is important, interesting or newsworthy. I look forward to collaborating with the team!

LIBRARY SERVICES (Aly Herman):

Today, March 9th marks my one-year anniversary of being the Library Director for our wonderful town library. In my year I was able to accomplish helping staff achieve their goals, notice where

staff strength is, and move them to better themselves and the needs of the library. I also helped improve communications and relations between staff. Making the library a more welcoming space for patrons and staff. I am also involved with the upcoming library renovations and am excited to see our youth library grow to help serve the community better.

I attended a Lake County Library supervisor meeting today. As we discussed eBooks, books by mail, and programming and reduction to public computers.

Nancy Brock was named Library Supervisor and is excited about her new role. Nancy will continue to order adult materials but will train new hires, attend meetings and be the point of contact when I am not in the building. Nancy has worked for the library since 2013, patrons adore her and her wide range of book knowledge. Congratulations Nancy!

The door count was not as high as in January, but February is a short month. We had 13,246 patrons come to the library and now we have 14,976 registered Lady Lake Library patrons. Let us not forget about our wonderful volunteers. We have 13 volunteers and they put in a total of 155 hours of hard work and dedication to our library. Thank you all!

In February youth had a total of 473 people attended programs, 110 youth craft kits were picked up and 36 people watched Scarlett's virtual book reading.

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. We are currently trimming trees for easier mowing and getting chemicals to treat mole crickets on the turf fields. I want to give the staff congrats as the Lady Lake Little League was very happy with the fields for the Opening Day Ceremonies. The president of the Little League stated, "This is why we love you guys!" I thank Little League for all that they do!

The Farmers Market did very well this week. We had twenty-two vendors show up along with our Seafood Lady. She has a great following and we were able to benefit from a great weather day and a good stream of customers. As always, I want to thank Julia and Jackie for all that they do. We went to the Thursday Market in Eustis and passed out cards. We got a couple of vendors to show up to our market which puts us in a positive direction. People are mostly obeying the right turn only signs for leaving the Market. Personally, I am not seeing the traffic issues that were seen under the previous market.

I want to thank the Orange Blossom Gardens Lions Club for having me as a guest speaker at their Wednesday meeting. We discussed the fireworks and I wanted to meet with the group as a whole

to make sure that I was moving in the right direction for them and giving them a good return for their \$20k investment.

We are in good shape for the Mac and Cheese event this Sat from 10AM-2PM. As you know, the Chamber heads the coordination of the vendors and the finding of applicants. The Town works on the banners, signs and logistics. The Chamber has a radio commercial for the event which turned out very well. The Town and the Chamber split the cost of the trophies this year.

POLICE DEPARTMENT (Chief Robert Tempesta):

The Police Department would like to welcome the Town's new Communications Director, Elisha Pappacoda. I plan on meeting with her to discuss the needs of the Police Department to include social media.

The Police Department currently has five openings for full-time Police Officer positions. The opening for the position of Lieutenant has been advertised for potential qualified candidates to apply. Interviews of applicants will be scheduled in the near future. 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 Flores Avenue, and patching road cuts on Oak Lane for the Water Department.

Continued replacing street signs throughout the Town.

Continued removing and replacing sections of the sidewalk on Old Dixie Highway.

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

Staff completed multiple work orders at Town facilities, repaired leaking toilet at the Library, installed a new whiteboard in the new Communication Directors Office, cleaned up the storage area at the Library after surplus items were removed.

Continued performing mowing and landscaping activities at Town Hall, Public Works, and the Library including the removal of three dead palm trees and stumps.

Motor Pool (Billy Kohler, Mechanic):

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

Billy is doing a great job running the shop solo. Shout out to Billy for stepping up after Joe's retirement and taking the reins on Motor Pool.

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, review of Right of Way Utilization Permits, and work orders.

Future potential and already approved 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. Work on relocating Town Utilities is once again commencing in the current project area.

Completed numerous dig ticket location requests.

Performed weekly testing of emergency equipment and generators.

Completed meter reading, 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 finished 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 The Town Commission for award consideration.

Administration:

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.