

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

March 16, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shout Out goes to Aly Herman, Library Director. The Lady Lake Library is #2 in Lake County on the number of patrons that use the library; we are open five days a week. Mt. Dora is #1; they are open seven days a week. Congrats to Aly and Staff!

Library Renovation Project Meeting was held Monday at 2:00 p.m. In attendance were Architect Judd Dickerson, Aly Herman, John Pearl, Thad Carroll, C.T. Eagle, Elisha Pappacoda, and me. The final plans should be completed in four months and brought back to the Commission for approval at which point they will go out to bid. By November of this year, we should have selected one of the bids with construction beginning as early as January 2024.

Department Manager's Meeting was held Tuesday morning at the Public Works Building. We reviewed the Commission agenda for the meeting on Monday, March 20th at 6:00 p.m. and welcomed Elisha Pappacoda to the team. We discussed topics for a workshop with the Commission in the near future. The discussion will center on the vision for Lady Lake in the next 10 years and what that growth will look like. Staff also discussed how we build community.

The Expense Report for the current fiscal year in the general fund with 50% of the fiscal year expended shows us an average of 49.28%.

CLERK'S OFFICE (Nancy Wilson):

Organizing the records at the library took a slight turn for the worse this week. Some of the older boxes that MCCi will be scanning into Laserfiche have material in them that does not match what is on the content sheets; boxes have incorrect tracking numbers on them and there are some that may have been put at the library to get them out of the way with no retention necessary. After talking to John and Leon, we are now breaking the project into manageable pieces. There are 42 boxes ready for scanning that contain only commercial permits; they are permanent records. Next, we'll focus on site plans, and so on. Messy task but when we are done it will be wonderful and locating records will be a breeze.

Jackie continues her Code and LDR updating project. Through this effort, we have determined that future updates to the books need to be conducted by the Clerk's office. Also, through the years, some Ordinances that should have been codified were not. We are going to go back 5-10 years, codify what needs codifying and ensure the books are all up-to-date and match Municode.

The new portraits that John arranged to be taken are now hanging in the lobby: John Gourlie, Ed Freeman and Derek Schroth. Jackie got quality prints of the pictures at the outrageous price of \$6!!!

At the next meeting, I'll ask Derek if the bill related to financial disclosures affects the commissioners. I can't tell by reading the legalese if they will be required to fill out full public disclosure forms or if they will be able to carry on as they have been with Form 1 disclosure.

FINANCE (Pam Winegardner):

Finance is finishing up this week with the Annual Financial Comprehensive Report which for those few who read it, gives the outlook for the last Fiscal Year 2021-2022 financial condition.

The Auditors are new to Lady Lake, and we spent these past few months getting to know each other, they did a thorough evaluation of Lady Lake. There may be some recommendations on creating or updating policies and showing, by adding initials, that reviews were performed but we find these are valuable and are in the process of dusting off old policies and creating new ones.

Finance also had a meeting with the Public Works Director and FEMA to ask questions, obtain guidance and follow up on the disaster IAN. The Town looks to request reimbursement of a little over \$90,000 in expenses in preparing and cleaning up after the town experienced high winds back in September of 2022. Our public works department took excellent pictures, tracked loads of debris, and documented a lot of supporting information that made our claim to Florida Public Assistance (FLPA) and to the Federal Emergency Management Agency (FEMA). In our initial response, all costs are 100% reimbursable for the first 60 days.

There are two categories the town is making claims in, the first is category A which includes picking up debris from roads, streets, public property, and right of ways. This cost also includes straight-time labor and the equipment used to collect debris.

Category B includes our police that traveled the street to check for radio updates on hazardous debris on roads and public property. This category includes costs of overtime for our employees cleaning up, and the generators that are running as the backup to make sure our wells and lift stations are not shut down due to a power failure.

The town appreciates the necessary help of both our auditors and the Federal and State staff that helps guide, review and keep staff at their best!

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department received plans this week for the Lake Ella Estates Phases 2 and 3 Final Plat. The plat proposes 80 lots in Phase 2, and 72 lots in Phase 3. Phase 1 received Final Plat approval from the Town Commission on February 22, 2023.

Staff also received site plan applications for Getting's Storage Facility and the Elite RV and Boat Storage Facility. Getting's proposes 530 square feet of office space and a manager's residence, Covered Parking Area A consisting of 4,800 square feet and 9 slots, Covered Parking Area B consisting of 10,530 square feet and 24 slots, Covered Parking Area C consisting of 33,200 square feet and 49 slots, Covered Parking Area D consisting of 7,930 square feet and 18 slots, an RV Dump Station, Landscaping, Storm Water Retention Areas, and Sheds. The facility will be built on 6.62 acres located on South Old Dixie Highway.

Elite RV and Storage, located near the intersection of Griffin Avenue and County Road 25 (former Water Wizard property), proposes a 100,050 square foot 3-story building (33,350 square foot footprint), 312 boat/RV spaces, two 12' x 26' boat/RV spaces, 154 12' x 35' boat/RV spaces, 98 2' x 40' boat/RV spaces, three 12' x 42' boat/RV spaces, two dumpster enclosures, an RV dump station, landscaping, and stormwater retention areas.

A minor modification application was also submitted this week for a proposed trash compactor to be installed in the Carmendy Square Apartments complex, replacing the current dumpster enclosure.

The Building Department conducted a final inspection and prepared a Temporary Certificate of Occupancy (TCO) for Pulse MD, located in The Enclaves Office Park at 871 Highway 466. Pulse MD is the first building that has been completed in the development.

This week, staff issued forty-seven permits and seventy-six inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee):

No Report this week.

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

I have nothing new I can report this week. We are continuing previous projects and working on various security-related issues.

COMMUNICATIONS (Elisha Pappacoda):

I continue meeting with staff and department heads. This week, I discussed promotional support of events with Mike, C.T. took me on his grand tour of the Town and his operation, and I discussed with Chief Tempesta ways to assist the department in building a larger presence on social media and the town website.

I enjoyed the constructive dialogue shared in my first Managers Meeting and attended the Library Expansion meeting with the architect and town Library Expansion team.

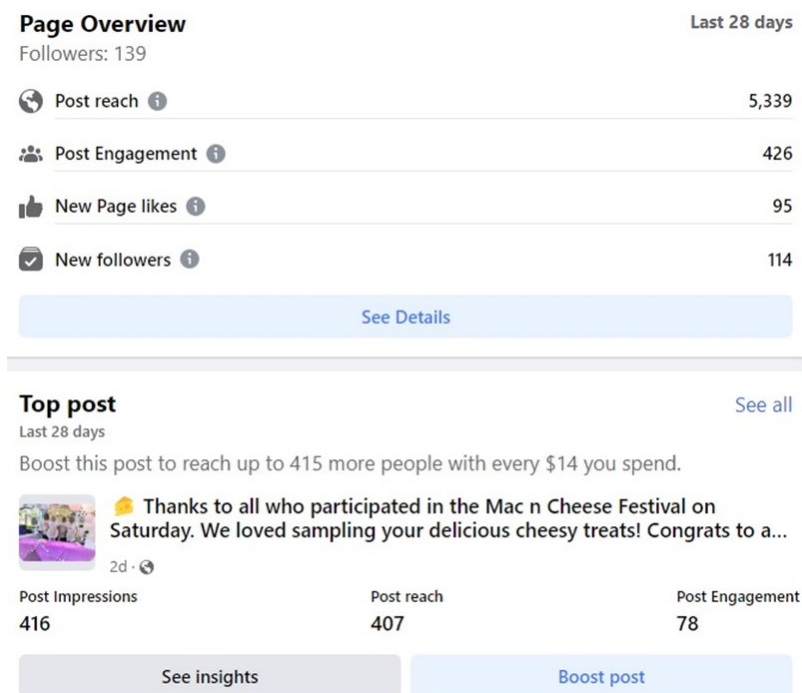
I also had the opportunity to meet with Commissioner Freeman. I was happy to share more about my background and learn about his perspective regarding the town. I look forward to meeting all the Commissioners in the coming weeks.

The Canva Teams account is now in place. Myself, John, Julia and Jackie have access. The shared account will allow us to work together collaboratively to create cohesive designs for social media, the website, flyers and printed materials. We have one remaining account available. If anyone else has a need, please contact me.

The Town's new [Facebook](#) page reached 139 followers in one week with a total post reach of over 5,300. Post reach is the number of people who saw any of our posts at least once. We created 11 pieces of content for the week, with the goal of creating at least one engaging post per weekday.

The Facebook link has also been added to the Town website. I continue to encourage staff to like and share the page so we may grow organically.

(See stats below.)



LIBRARY SERVICES (Aly Herman):

On Monday, Bill, C.T, Thad, John, and I met in the Commission Chambers with Judd from Dickerson Architects to go over the plans again for the renovations to the library building. Judd answered all of our questions and provided a possible timeline for starting the project. This was also the time to talk about the changes we want. I decided not to make the patio on the second floor a meeting room. I think patrons would enjoy using it more as an outdoor reading nook and save the \$90,555 to use if needed due to inflation costs. Elisha also attended and took notes and

she talked to me about doing a groundbreaking ceremony when the commissioners approve this project at an upcoming commission meeting.

Our book discussion group met this Tuesday and Nancy had 14 people attend. Then, Ruth Author's Round Table group met, and they had 8 people attend. Storytime was HUGE as they had 69 people attend. If you would like to see pictures of it please visit our Facebook page. The women also came up with a St. Patrick's Day scavenger hunt throughout the youth and adult library. Once a child completes their sheet, they get a bag of gold (candy).

On Wednesday, library staff had a lunch potluck to celebrate the two March birthdays we have. LeeAnn Elkins and Kourtney Fehr, Happy Birthday ladies!

If you would like to become a member of The Friends of The Lady Lake Library please come see me or visit their bookstore room Monday-Friday 11 a.m.-3 p.m. Library's Facebook page www.facebook.com/lakelakelibrary225.

PARKS AND RECREATION (Mike Burske):

No Report this week.

POLICE DEPARTMENT (Chief Robert Tempesta):

Officer Jean Cintron Caraballo starts Monday, March 20, 2023. He begins his orientation week and will be sworn in as the newest member of the department. Officer Cintron Caraballo comes to us from the Lake County Sheriff's Office where he worked as a detention deputy in the jail. He completed his correctional officer crossover training to law enforcement officer this past January. We wish him the best as he starts his new career.

I met with the Town's Communications Director, Elisha Pappacoda this week. We discussed various ideas to promote the Police Department through social media and the website. I look forward to working with her to implement some of these ideas.

The Police Department currently has five openings for full-time Police Officer positions. A physical agility test is being scheduled for the first week in April. I will be working with HR to schedule interviews for the Lieutenant's position.

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 Resources 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, and patching road cuts.

Continued replacing street signs throughout the Town.

Removed a large broken tree limb on Old Dixie Highway.

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

Staff completed multiple work orders at Town facilities, including replacing and converting lighting to LED fixtures in the Growth Management Department and emergency lighting in the Library.

Continued performing mowing and landscaping activities at Town Hall, Public Works, and the Library.

Shout out to Truman and Tanner for replacing a ceiling fan in the Director's office that got zapped during a storm event a year or so ago, sometimes an easy-sounding job turns out to be the most challenging!

Motor Pool (Billy Kohler, Mechanic):

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

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

We received a citizen's "kudos" for Butch this week, a resident from Oak Leaf Apartments called in and wanted to let us know how helpful Butch has been in assisting with their water concern. Great work Butch for going above and beyond for the customers!

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 project coordination are ongoing with the Growth Management Department.

Distribution and Collection Systems Field Operations (Robert Barnes, Lead Operator):

The supervisor and field staff are in continuous 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 has once again commenced in the current project area.

Completed numerous dig ticket location requests.

Performed weekly testing of emergency equipment and generators.

Completed meter readings, re-reads, and 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.

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. The 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:

CT met with the Library Renovation Project Team and the Architect this week to finalize the final design and keep the project moving forward. CT also took the new Communications Director, Elisha, on a drive-around tour of the Town showing her the Town facilities, Public Works operations, and future development project locations around the Town.

The Public Works Maintenance Department welcomes Scott Hammack to the crew, he started this week as Operator I. Public Works still has job openings, please see the Town's website, or contact Human Resources for more information.

A 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.