

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

March 23, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Lady Lake Commission: I want to thank the Lady Lake Commission for the performance evaluations they gave me along with extending my employment contract and making an upward adjustment to my salary. This has been a team effort; you're only as good as the people you surround yourself with. We have great managers and staff who have made my job easy. Thanks Again!

Written approval was sent to Lake County allowing them to move ahead with a lease proposal from Verizon for carrier co-location at our communication tower facilities; this tower is located at 1113 Teal Lane. In previous years, the Town has entered into interlocal agreements with the County to allow carrier AT&T to add radio communication devices to the tower. Currently, our revenue from those agreements totals \$3,213 per month. Once the proposal from Verizon has been presented and approved by Lake County, it will be presented to the Town Commission. Revenue expected from this agreement will total \$1,250 per month (total revenue from Verizon is \$2,500 with a 50/50 split between the County and the Town).

Correction to the Villages-News regarding AA meetings: The Villages-News article stated that the AA group was booted out of the Community Building after holding meetings at that location for 40 years. We all appreciate the great service that AA offers but we must abide by our ordinances and be responsible to our taxpayers. What was not reported was that at a previous meeting, another AA group was approved to utilize the building on Thursday nights. The Sunday night group was given the option to choose a weeknight for their meetings which they turned down. Our Community Building rental rates are the lowest in the region and we need full rates to be paid on the prime rental days/evenings - Fridays, Saturdays and Sundays – in an attempt to break even.

CLERK'S OFFICE (Nancy Wilson):

There is not much to report this week. We are still doing what we do! Our Code/LDR and records projects continue. Carol and I are sitting in on training sessions with IT and Code Enforcement to determine how we can help them out with the Special Magistrate agenda process.

COMMUNICATIONS (Elisha Pappacoda):

Julia, Jackie and I had a virtual training session with a Canva coach to better learn the software. My goal is for all marketing materials produced by the Town to have a consistent look.

I attended the Commission meeting on Monday, March 20. I had individual meetings with Mayor Rietz and Commissioner Kussard this week, learning more about the issues that are important to them and discussing how I may serve the Town in my role.

I had a great meeting with Library Director Aly Herman to talk about her operations and the services the library offers. We discussed social media and how we could cross promote on the Town and Library Facebook pages. Moving forward, we will also work to better feature Library programming more prominently on the Town website.

I created a template for press releases and issued our first release this week announcing the Easter Egg Hunt to the local media. Mike and I brainstormed ways to further promote the successful Farmers' Market and expand the vendor pool.

I am also working to build up my email list to include HOA contacts and engaged residents who might help share important information from the Town. If you have such contacts, please pass them along.

C.T. invited me to attend his monthly Water Conservation Meeting. I will work with the Town's consultant, Maryann, to help promote water conservation messaging.

Please continue to send me information you would like to see on the website or [Facebook](#). Thank you!

FINANCE (Pam Winegardner):

Lady Lake funds are safe in investment funds created for governmental entities. The town has split its funds between three banks, Truist for our concentration account (daily transactions), Florida Prime State Board of Administration (rating of AAAM) and Florida Cooperative Liquid Assets Securities System (rating of AAAf). We are currently earning a daily rate of 4.31% and 4.4857% respectively and both have a rating that has an extremely strong capacity to meet financial commitments.

The Federal Reserve Board is carefully monitoring developments in financial markets. The capital and liquidity positions of the U.S. banking system are strong, and the U.S. financial system is resilient.

The Federal Reserve has raised its key interest rate by 0.25 percentage point, underscoring central bankers' commitment to fighting inflation even if that heightens the financial pressure on the country's banks.

The Fed's benchmark rate is rising to a range between 4.75% and 5%, the bank's rate-setting body said Wednesday in a [statement](#). That's the highest level for the federal funds rate since 2006.

In response to bank failings, the Federal Reserve is prepared to address any liquidity pressures that may arise.

Additional funding will be made available through the creation of a new Bank Term Funding Program (BTFP), offering loans of up to one year in length to banks, savings associations, credit unions, and other eligible depository institutions pledging U.S. Treasuries, agency debt and mortgage-backed securities, and other qualifying assets as collateral. These assets will be valued at par. The BTFP will be an additional source of liquidity against high-quality securities, eliminating an institution's need to quickly sell those securities in times of stress.

With approval of the Treasury Secretary, the Department of the Treasury will make available up to \$25 billion from the Exchange Stabilization Fund as a backstop for the BTFP. The Federal Reserve does not anticipate that it will be necessary to draw on these backstop funds.

After receiving a recommendation from the boards of the Federal Deposit Insurance Corporation (FDIC) and the Federal Reserve, Treasury Secretary Yellen, after consultation with the President, approved actions to enable the FDIC to complete its resolutions of Silicon Valley Bank and Signature Bank in a manner that fully protects all depositors, both insured and uninsured. These actions will reduce stress across the financial system, support financial stability and minimize any impact on businesses, households, taxpayers, and the broader economy.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department received a proposal to expand the Hammock Oaks Community Development District by adding an additional 271.85 acres to the existing district which was approved by the Town Commission on April 4, 2022.

The department is processing the plan review for the Lake Ella Estates Phases 2 and 3 Final Plat, a proposal of 80 lots in Phase 2, and 72 lots in Phase 3. Also under review is the Getting's Storage Facility and the Elite RV and Boat Storage Facility. Again, 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. The 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.

The Building Department approved the permit for a menu board modification at the Starbucks located at 871 North Highway 27/441/. In addition, revisions were received this week for the remodel of the Publix Liquor Store located in La Plaza Grande.

This week, staff issued forty-four permits and 107 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee):

The Town of Lady Lake would like to give a warm welcome to Jean Caraballo who has been sworn in as our new Police Officer. An interview for the Security Analyst position has been scheduled for Monday, March 27th at 10am. As of today, Human Resources has confirmed ten vendors for the employee health fair. Employees can earn 30 points towards their wellness day.

Human Resources quote of the week, "Any leader who is serious about supporting their team and any organization that is serious about supporting their workforce needs to shape and support a well-being culture." ~Richard Safar

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

We experienced a service outage early Wednesday morning that affected multiple Police applications and email. All services were restored by 10:30 AM.

Staff met with Lori and Denise (Code Enforcement) and Carol (Clerk's Office) to continue collaboration on the Special Magistrate packet production process. We are working this week to prepare the packet for the upcoming meeting next Tuesday.

Patrick began migration of services to our new GIS infrastructure this week and we anticipate completion of this project early next week.

Our evaluation of an alternative wireless service provider's test and evaluation equipment has been successful. We will begin planning the service migration for staff shortly.

John is preparing a Florida Digital Service (FLDS) Cybersecurity Grant submission for the Town. FLDS is the lead state entity for cybersecurity. The competitive grant is not the typical cash grant. Instead, it provides access to new cybersecurity capabilities, including integration with the state Cybersecurity Operations Center.

John is 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.

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):

I want to start by giving the library facilities crew a shout-out for all their hard work. Truman, Tanner, and Phil work so hard to make the library always look wonderful. This week they fixed the outdoor irrigation system and planted some new palm trees and flowers. Thanks again, guys! I had the pleasure of meeting with Elisha this week and discussing some ideas we had on how she can help promote the library and our programs.

We need friends, seriously. The Friends of the Library is a nonprofit organization that is run by amazing volunteers. We are looking for volunteers for our bookstore and the board. If you would like to help, please reach out to us at the library, Monday—Friday, 11am to 3pm or contact me directly for more information. Our next Friends meeting is Monday, March 27 at 10 am, please come and see all the wonderful things they do for our library.

Friday is an extra busy day. Nicole and Kourtney will be attending Little Blessings Daycare and will host three story times. Also, on Friday at 9:30 a.m. Best Buy Geek Squad will teach a Mac computer class. To wrap up the day, the library will hold a Lego class on Friday at 3:30pm for ages 2 and up! We look forward to seeing you at one of our programs.

Library's Facebook page, www.facebook.com/lakelakelibrary225

Did you know The Lady Lake Library has a mission statement? This was put in place in 2018 with the previous library director, Marsha Brinson, and the Library Advisory Board.



PARKS AND RECREATION (Mike Burske):

The Parks and Recreation maintenance staff have been performing the daily duties associated with the parks. We are currently working on the deck at the Train Depot as we need to complete this project before we paint it. In having the depot painted, I will get a quote for having it painted the current color of white along with having the traditional CSX colors. If white is much cheaper, which I predict that it will be, then my recommendation will change.

I want to thank Elisha for taking the time to meet with me a couple of times during her short tenure. My department has a lot to benefit from her skills and she has done an excellent job in getting my events out.

The Farmers Market had 17 vendors last weekend. I attribute the lower vendor turnout to the cool weather as being the reason. The week before we had around 25. We are getting new vendors weekly and I will be going to Webster on Monday seeking new vendors. I remember the old market having about this many vendors this time of year, so we are on par. My goal is to get us to 40 vendors, but it will take time; unfortunately, I am impatient. You will be seeing a recommendation from me to utilize the proceeds from the Farmers Market to help pay for the fireworks.

We are in good shape for the Lady Lake Easter Egg Hunt on April 1st. We will have around 30 vendors and will be handing out 12k eggs. I want to thank the Lady Lake Kiwanis for investing in this event.

We are good to go for the fireworks on July 1st. We will have a band at the Rolling Acres Sports Complex from 5PM-9PM. We will have bounce houses for the kids, food trucks and of course tents from our civic organizations. As the Lions invested \$20k into the event, they will have a massive presence for the event. I met with Elisha to discuss how best to educate the businesses up and down the corridor about how to handle the huge influx of people that we will have in town on July 1st.

POLICE DEPARTMENT (Chief Robert Tempesta):

Officer Jean Cintron was sworn in as the newest member of the Police Department. He completed orientation week and will be assigned to the 12-week Field Training program. Officer Cintron 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.

There is a "Barbeque Bash" event on Saturday from 12 pm – 3 pm at Spanish Springs Town Square. Officers will be on patrol to ensure the safety of those attending and enjoying this event.

The Police Department currently has five openings for full-time Police Officer positions. A physical agility test and written exam has been scheduled for April 4, 2023. There are five applicants interested in full-time and reserve positions.

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)

Administration (C.T. Eagle, Director and Peggy Smith, Administrative Assistant to Director)

CT met with the Pavement Management Program consultant this week, First Step Management, for a pre-project coordination meeting. The consultant will be inventorying and inspecting all of the Town's roads' network next month to evaluate current conditions. Once the inspections have been completed, a 5-year project list will be created for resurfacing needs.

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.

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, and patching road cuts.

Trimmed trees on Spencers Lane and April Hills Blvd.

Hauled clay for stockpile at Public Works.

Justin repaired a water leak in a restroom at the Library.

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

Staff completed multiple work orders at Town facilities, including replacing broken sprinkler system at the Library, replacing sod at Town Hall, and removed a file cabinet from the Library.

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

Shout out to Truman, Tanner, and Phil for the great work planting and installing the new trees, plants, and landscaping at the Library.

Motor Pool (Billy Kohler, Lead Mechanic):

Another shout out to Billy for continuing to learn the Fleet Management Software, keeping up with reports, all while continuing to service and repair of the Town's fleet and equipment as a one-man team.

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 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 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.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project bid opening date will be 2:00 PM, March 28th at Town Hall. A pre-bid meeting was held at Public Works this week, there was good attendance with multiple contractors and representatives which is a good sign that it will be a competitive bid. The bids will be reviewed and brought back to Town Commission for award consideration.